



MarkeTips

Volume 21, Number 6
November/December 2008

Workforce Dynamics Managing Talent in Today's Marketplace

inside this issue



Managing Your Workforce

The ability of an organization to effectively manage people and assets is critical to success. GSA offers a broad range of resources for organizations to best support, develop, and house their people in efficient, comfortable, and productive settings. GSA's various acquisition channels can provide adaptive tools and resources to help organizations keep pace with today's dynamic and sophisticated workforce.

From access control and building management services, to professional development and leadership training, to HR support, benefits coordination, or employee assistance programs, GSA is a nearly endless resource that agencies can take advantage of to meet organizational goals.

Every successful organization runs on a strong foundation of support and good faith. Providing employees with the tools they need to excel, and accurately anticipating those needs by having support systems in place, is the surest way to inspire loyalty and productivity. GSA's fully stocked workforce management toolbox can maximize the potential of your agency's workforce.

Sincerely,

A handwritten signature in black ink that reads "Jim A. Williams". The signature is written in a cursive, flowing style.

Jim A. Williams
Acting Administrator, General Services Administration

A close-up photograph of several hands of different skin tones reaching in from the sides to hold a small, folded American flag in the center. The hands are positioned around the flag, with fingers and thumbs visible, creating a sense of unity and shared purpose. The background is dark, making the flag and hands stand out.

U.S. General Services Administration

Service

Innovation

Value

One For All, and All From One

The call to duty across America unites us. From securing the homeland to safeguarding the environment, we team with military and civilian agencies to protect our nation's priorities. As the government's premier procurement provider GSA stands ready to support your mission-critical needs with a continuum of innovative product and service solutions—all from one source.

One Country. One Mission. One Source.

GSA is here to help: gsa.gov/atyourservice or (800) 488-3111



U.S. General Services Administration

MarkeTips

One Country. One Mission. One Source.

NOV/DEC 2008 – Vol. 21, No. 6

EDITORIAL STAFF

Emily LeDuc, *Managing Editor*

Peter Daniel Davis, *Senior Editor*

Lynda Schrack, *Designer*

Therese Anderson, *Contributing Editor*

Dana Blank, *Contributing Editor*

Michele Broccolino, *Contributing Editor*

Garlette Jordan, *Contributing Editor*

Stephanie Lesko, *Contributing Editor*

Michelle Lukowski, *Contributing Editor*

Joseph Stivers, *Contributing Editor*

Caroline Wolf, *Contributing Editor*

SPECIAL THANKS TO

Michele Broccolino

Margaretta Gray

Rebecca Hood

Chris Lundstrom

Caroline Wolf

George Eastman House

Kathy Connor

Barbara Galasso

MarkeTips is produced by the GSA Office of Customer Accounts and Research, Arlington, VA 20406-0001. Distributed in the months of January, March, May, July, September, and November.

Please direct all correspondence regarding *MarkeTips* to npc@gsa.gov.

SUBSCRIPTION

To subscribe or unsubscribe to *MarkeTips*, or to order additional copies of recent issues of *MarkeTips*, please order via the Centralized Mailing List Service (CMLS) at www.gsa.gov/cmls. You may also order current GSA publications and catalogs through www.gsa.gov/cmls. In addition, a complete online archive of past editions of *MarkeTips* can be accessed at www.gsa.gov/marketips.

The prices published herein reflect the most current prices at press time and are subject to change. GSA does not endorse any particular commercial product over another. The claims made about each product are those of the vendor and not GSA. The information provided herein is provided solely for the convenience of the user. Additional information is available from the vendors.





Workforce Dynamics

Managing Talent in Today's Marketplace

C O N T E N T S

ASK THE EXPERT COLUMNS

26 Ask the GSA Acquisition Expert

40 Ask the GSA Personal Property Management Expert

53 Ask the GSA Supply Requisition Expert

6 TENDING THE GARDEN OF TALENT

HOW GSA CAN HELP MANAGE YOUR WORKFORCE

The forces that impact the management of a successful and dynamic workforce are complex and ever changing, especially in government. GSA can help agencies get the most out of their workforce.

32 CHANGING OF THE GUARD

GSA SUPPORTS THE ARMED FORCES INAUGURAL COMMITTEE

The Armed Forces Inaugural Committee (AFIC) performs a wide variety of duties during each and every Presidential transition, and GSA is ready to assist.

44 GEORGE EASTMAN

IMAGE IN A BOX

One hundred years ago, Kodak began manufacturing the Folding Pocket Kodak Camera, ultimately shaping the destiny of modern photography.

75 GSA GLOBAL SUPPLY

THE RELIABLE GOVERNMENT SOURCE FOR REQUISITIONING PRODUCTS

tending the garden of talent

How GSA Can Help
Manage Your Workforce

Without question, the most valuable asset in a successful organization is its people. The forces that impact the management of a successful and dynamic workforce are complex and ever changing, especially in government.

GSA offers an array of product and service solutions pertaining to every aspect of managing human capital. Whether the requirement involves human resources programs, professional development initiatives, or simply managing physical space, GSA offers easy access to leading, pre-qualified vendors that can support successful human capital management.





Human Capital. Selecting, developing, training, and managing a high-quality, productive workforce is critical to the success of any organization. Governmentwide reform for human resources management is one of the biggest challenges agencies face. The modernization of human resources systems, improved quality of information, and keeping current with legislation affecting human resources operations and organizations is essential to reform and has prompted an increased demand for high level human resources solutions.



Human Resources, Redefined.

Well managed personnel interactions, benefits coordination, employee assistance programs, and payroll systems can make employees feel well cared for and can inspire loyalty towards their employer. GSA offers many resources for Human Capital officers and HR practitioners to utilize in improving their HR programs and support.

GSA Schedule 738 X

GSA's Schedule 738 X, Human Resources and EEO Services offers agencies the opportunity to take advantage of a broad scope of services related to workforce management.

Two new Special Item Numbers were recently added to Multiple Award Schedule 738 X: SIN 595-27 for Pre-Employment Background Investigations and SIN 595-28 for Social Services. Some of the services in these two new SINS resided in the previous SIN 595-21 under HR General Support Services – Pre-Employment Screening and Employee Assistance Programs (EAP). The new SINS provide enhanced exposure while greatly expanding the range and scope of services available to customers, especially military personnel and their families worldwide.



Private Shared Service Center for Core HR Services (595 22)

Vendors offer personnel action processing and benefits management. Some vendors also may offer payroll management.

Private Shared Service Center for non-Core HR Services (595 26)

These vendors offer services that include HR Strategy, Organization and Position Management, Staff Acquisition, Performance Management, Compensation Management, Human Resource Development, Employee Relations, Labor Relations, and Separation Management. The technical requirements for this SIN are defined by the Office of Personnel Management's Business Reference Model for the HR Line of Business.

EEO Services (595 25)

This category includes investigation of discrimination complaints and preparation of reports of investigation, preparation of analysis and recommended final agency decisions (FAD), EEO training, and EEO counseling. Services also include mediation, facilitated dialogue, communication skills training, and conflict management training.

Human Resource Services (595 21)

Contractors provide support in the functions of planning, recruitment and internal placement, position classification, personnel actions, training, employee relations, outplacement, function review and integration services, and worker's compensation.

NEW! Pre-Employment Background Investigations (595 27)

A variety of contractors are available who can help meet your organization's hiring requirements. These contractors offer services in recruitment and internal placement as well as pre-employment screening. They provide the services your agency requires when hiring the right employee is critical. Contractors can perform background checks for potential or existing employees in accordance with applicable federal, state, and local regulations. Potential users of this SIN include all civilian agencies implementing current HSPD-12 ID verification requirements, the Justice Department, Department of Labor, Department of Homeland Security, and Department of Defense.

NEW! Social Services (595 28)

Here, you can find contractors who should provide a broad range of human resources employee assistance and related social services including traditional EAP; vocational rehabilitation; physical and occupational therapy and outpatient services; personal, child/youth, and family support services; emergency response and relief social services; community-based civic social services and social advocacy (personal care, daycare, religious and human rights consulting support)

educational and public health program administration, service registries (including employment, ship crews, and daycare), veterans readjustment, benefit/compensation and consultation in the areas of individual and family personal, business, and financial enhancement. Contractors provide advice, training, and counseling in self-improvement, health and wellness training, stress management, family situations, substance abuse, and legal consultation. Services may be short and long term, bundled or unbundled. Major social services customers would include returning Iraq War veterans (DoD), the State Department, and the Veterans Administration.



Employee Assistance Programs (EAPs) are an important resource for both managers and employees. By choosing the right provider, an agency can support managers and improve workforce efficiency by removing employee distractions and providing valuable skills through training.

Employee Assistance Programs, available under SIN 595 28 can provide your agency's employees with services for problems that touch all aspects of an employee's life such as:

- Stress and relationship problems
- Work-life issues
- Professional and personal development

Because vendors offer different types of services, take the time to browse individual Web sites of vendors, which often have links from a vendor's listing on Schedules eLibrary at www.gsa.gov/elibrary.

For more information on Schedule 738 X, **Human Resources & Equal Employment Opportunity Services**, please contact:

Robert Woodside

(212) 264-2693

robert.woodside@gsa.gov



Temporary Staffing

GSA offers temporary staff in the areas of general services and support, administrative/clerical, data processing, information and arts, and technical and professional labor. GSA Schedule 736 provides federal and military customers Temporary Administrative and Professional Staffing (TAPS) services (IAW 5 CFR Part 300.503). In as little as 24 hours, private industry experts on TAPS can provide customers with proven, qualified temporary associates who can work a short time or from an initial 120 workdays up to a maximum 240 workdays. This Schedule offers the following five broad categories:

- 736-1 - Administrative Support and Clerical Occupations
- 736-2 - Automatic Data Processing Occupations
- 736-3 - General Service and Support
- 736-4 - Information and Arts Occupations
(including Miscellaneous Occupations)
- 736-5 - Technical and Professional Occupations



Securing Personally Identifiable Information (PII)

To prevent identity theft, OMB has advised federal agencies on methods to safeguard Personally Identifiable Information (PII). To help, GSA established BPAs for credit monitoring services in 2006. Three credit monitoring BPAs provide a fast and effective way to order credit monitoring services in order to protect the confidentiality of personal credit and payment information. Using Bearak Reports, Equifax, and Experian, agencies can obtain alternative credit monitoring packages and solutions, significantly reduced pricing, strong oversight and reporting, and excellent customer service. To provide agencies with further assistance, GSA established BPAs for the acquisition of independent risk analysis services in 2007. Two GSA contractors, Identity Safeguards and SRA International, will compete to fulfill

the government's need for risk analysis, privacy impact analysis, data breach analysis and response, document the level of risk for potential misuse of sensitive information associated with a particular breach, and formulate mitigation plans. The breached data itself will be analyzed.

GSA recognizes the need for creating proactive and reactive solutions to combating data breaches and information security lapses. Effective April 7, 2008, GSA introduced new Special Item Numbers (SINs) under its Financial and Business Solutions (FABS) Schedule 520 that encompass the full range of services and solutions needed to protect against and respond to the breach of Personally Identifiable Information, Personal Health Information or other sensitive personal data. Proactive, "pre-breach" services include risk assessment and mitigation services. Reactive, "post-breach" services include



independent risk analysis, credit monitoring, and data breach analysis. Resultant contracts will be Indefinite Delivery, Indefinite Quantity (IDIQ), Multiple Award Schedule (MAS) contracts under the FABS Schedule. The array of services offered via these new SINs will cover the entire identity protection industry. For more information, please contact:

Stephanie Cooke

stephanie.cooke@gsa.gov

(703) 605-2858.

HR Practitioners Resources

OMB offers a vast array of resources on their Web site specifically designed for human resources practitioners who are responsible for the successful management of human capital in the federal government. This site assists you by providing the tools, models, and guidance to manage your agency's human capital effectively. To learn more, go to:

www.opm.gov/hr_practitioners.



Professional Development at all levels is a key component to a successful organization. The more diversified the talent of an organization, the greater it's potential. Training and leadership development opportunities can hone a workforce into a streamlined and effective system to meet organizational goals.

The knowledge, skills, and abilities needed to run an effective workplace are ever-changing. Keeping up with training and qualifying courses can present a challenge. The demand for these skills is even greater as workforces decrease and associates take on an increasing number of tasks.



Maximize Your Potential

Keeping current and staying qualified is essential in a changing and dynamic marketplace. GSA offers a broad spectrum of training solutions to keep your workforce competitive and up-to-date in today's market.

Employee Training and Leadership Development

GSA's Schedule 69, *Training Aids and Devices: Instructor-Led Training, Course Development, and Test Administration*, offers numerous ways that your agency can stay up-to-date with both training and qualifying in virtually any skill set.

Many vendors on Schedule 69 offer programs that can be tailor-made, designed to fit the needs of your department or agency. Training can be done online, in a classroom setting, in tutorials, or in groups. Classes are available in multiple formats, on or off location, and at a pace geared to the needs of the participants.

Keeping current and staying qualified is essential in a changing and dynamic marketplace.

Specific training categories include simulated combat training, medical education, motorcycle safety, or even floating in a weightless environment.

So take some time to “window shop” Schedule 69 on GSA's Schedules eLibrary. You'll find an array of courses and programs that can help keep your workforce ready for the future. What's more, you'll find vendors on Schedule 69 who are more than ready to help you design the kind of training program that fits your needs.

For all your training needs, check out GSA's Schedule 69, *Training Aids and Devices: Instructor-Led Training, Course Development, and Test Administration*, which can be found on



the Schedules eLibrary at www.gsa.gov/elibrary. For more information, call (212) 264-0868.

Language, Translation, and Interpretation

GSA's Language Services Schedule 738 II facilitates access to commercial providers of linguists who can supply an array of Language Services, including Translation Services, Interpretation Services, Sign Language and Title III work, and Training Services.

This Schedule can help translate sensitive documents and other materials, acquire interpreters to facilitate communications within theater of operations, provide language training to deploying personnel, and maintain and advance the language proficiency levels of personnel. SIN's include:

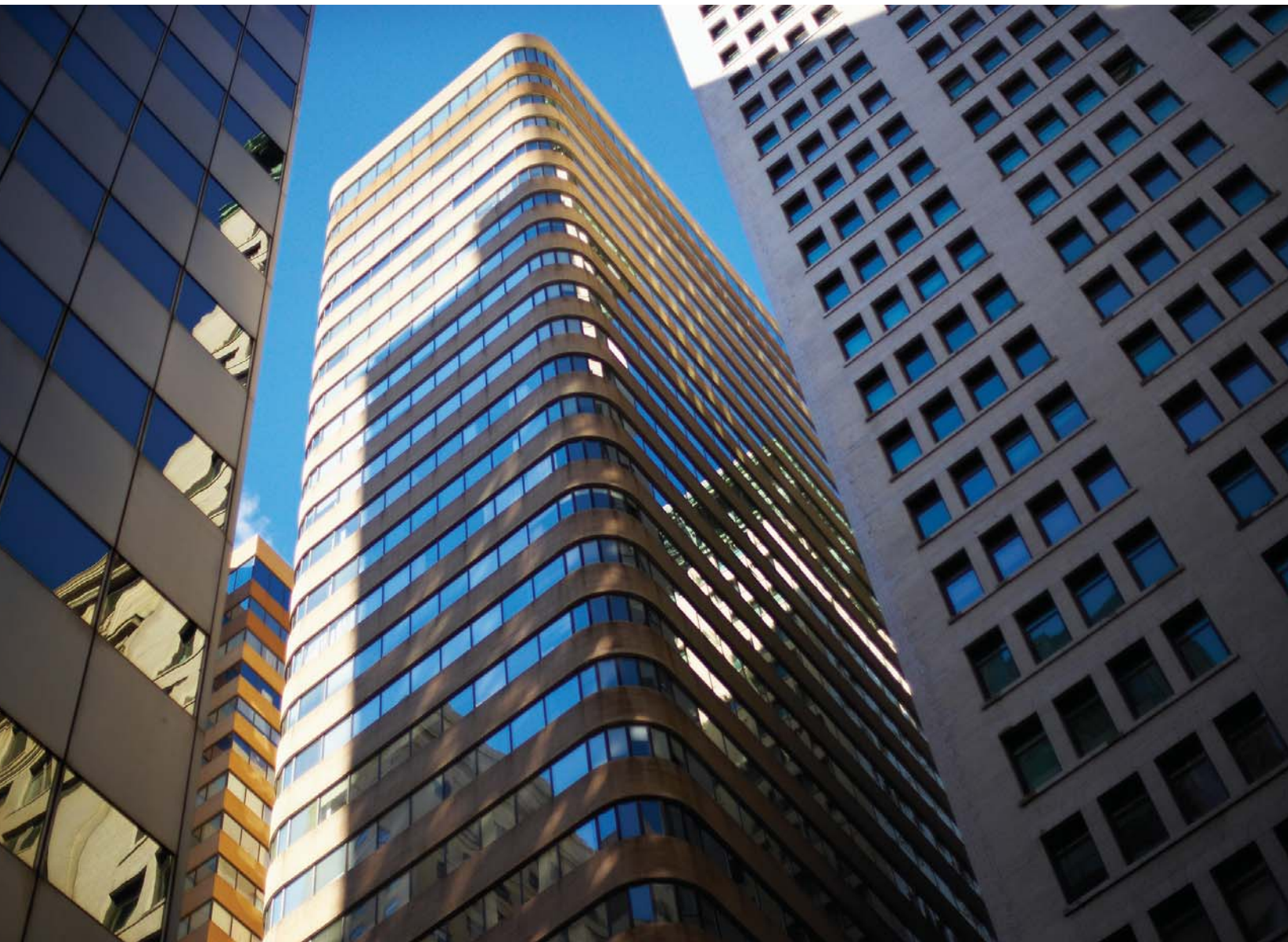
382-1 Translation Services

382-2 Interpretation Services

382-3 Training and Educational Materials



Physical Surroundings are a major component of workforce management. On a macro-level, building maintenance, access control, security concerns, environmental factors, workspace design and allocation, and workspace tools and resources all converge to create a work environment that will facilitate productive and efficient employees.



If You Build it, They Will Come

Building and maintaining a comfortable and safe work environment is paramount to a productive workforce. GSA offers products and services to meet the needs of any project, large or small.

Facilities Maintenance and Management

GSA Schedule 03FAC gives federal agencies a streamlined procurement device to acquire all of the services necessary to maintain and manage a facility, and provides a wide range of resources to assist agencies in maintaining a healthy and productive environment for their workforce.

- Energy Management Services
- Electrical and Utility Repair
- Elevator Inspection
- Elevator Maintenance
- Facilities Maintenance and Management
- Fire Alarm Maintenance
- Fire Suppression System Maintenance
- Grounds Maintenance
- HVAC Maintenance and Repair
- Pest Control
- Preparation and Painting of Aircraft, Ships, and Equipment



GSA also offers related technical specialty services on Schedule such as:

Professional Engineering

Your direct source for professional engineering services and expert mechanical, electrical, chemical and civil engineering contractors.

Medical Staffing, Laboratory Testing, and Services

Offering medical staffing, analytical testing, and preventative maintenance.

Security and Law Enforcement

A range of solutions for protecting ports, patrolling buildings and parks, and preventing crime.

Professional Engineering Services (PES)

GSA's PES Schedule 871 provides a streamlined approach for federal agencies to access qualified firms in a multitude of engineering disciplines. This Multiple Award Schedule (MAS) grants agencies direct access to the commercial experts who can address the needs of the federal engineering community. There are six Special Item Numbers (SINs) that comprise the distinct phases of an engineering project. These SINs cover the major disciplines of mechanical; electrical; chemical; components of civil engineering; sub-disciplines such as: aerospace, nuclear, bioengineering, and marine architecture; and construction management.

Medical Staffing, Laboratory, and Testing Services

GSA's Scientific Equipment and Services Schedule provides a full range of commercial products and services. The tools and technology on our Schedules help our customers save lives and accomplish their missions. For one stop shopping for all general purpose and specialized laboratory equipment and furniture, unmanned aerial vehicles, measurement and testing equipment, and laboratory test and analysis services, allow GSA to provide you with the latest technology and services to meet your needs. Some of these products and services include:

Test and measurement equipment, unmanned scientific vehicles; laboratory instruments, furnishings and LIMS; geophysical and environmental analysis equipment; and mechanical, chemical, electrical, and geophysical testing services.

For more information on these Schedules, visit us at www.gsa.gov/elibrary.



Security and Law Enforcement

GSA Schedule 84 provides a full range of commercial products and services covering such areas as law enforcement, firefighting, and security products and services. These products and services may be found within three programs, Security and Law Enforcement Solutions, National Wildfire Protection Program, and the 1122 Counterdrug Program. The Security and Law Enforcement Solutions Program offers the following five broad categories:

Federal Supply Class 19 - Marine Craft and Equipment;
Federal Supply Class 42 - Firefighting and Rescue Equipment;
Federal Supply Class 63 - Alarm and Signal Systems;
Federal Supply Class 84 - Special Purpose Clothing; and
Federal Supply Class 84 - Law Enforcement and Security Equipment.

Find out more at www.gsa.gov/elibrary.



Securing the Site Through Access Control

Access control is the first step to a secure building.

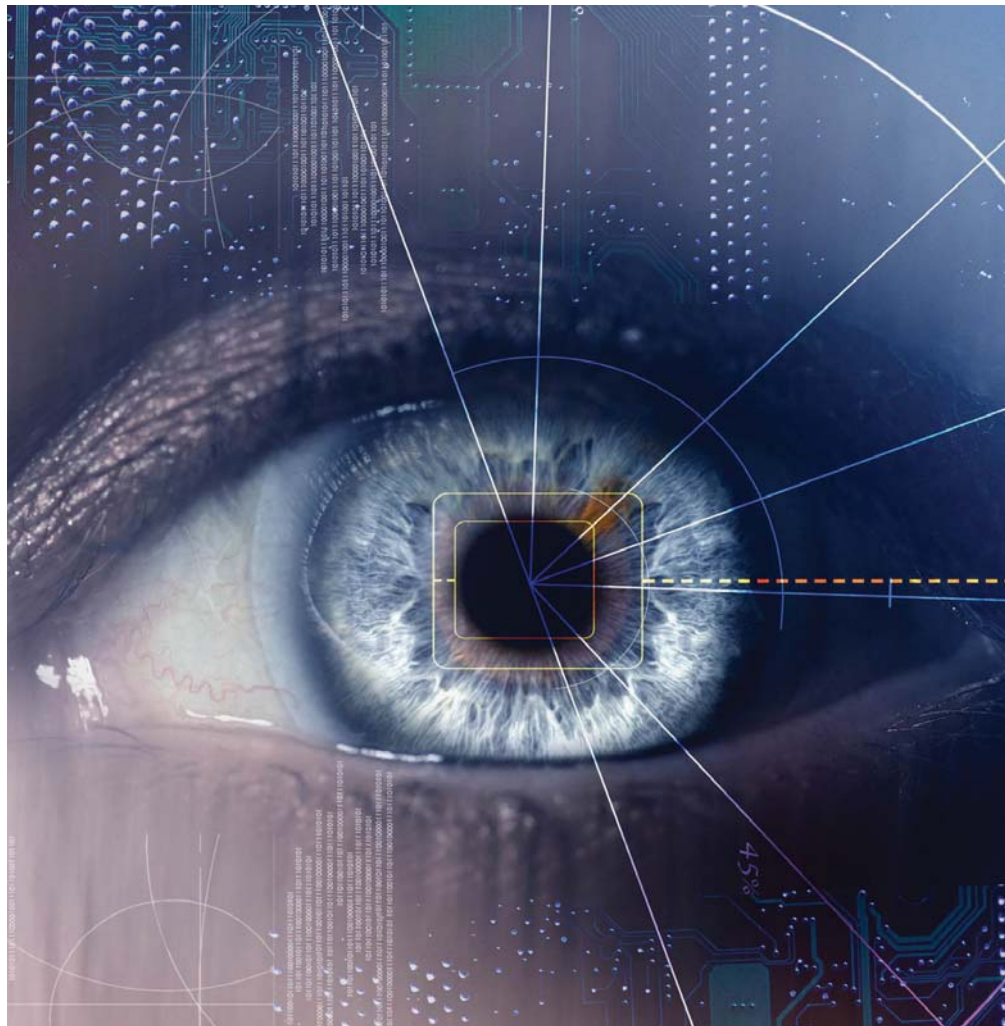
It is comprised of three major components to ensure the people entering the facility have legitimate reason to do so.

Positive access control is the term that describes how “tightly sealed” an area is. This includes doors, barriers, guards, card readers, magnetometers, x-ray machines/bag scanners, and biometric scanners.

Positive identification ensures that the person requesting access is who they say they are. This includes such things as 3 item identification (card, biometric information such as fingerprint or retina scan, and password/pin), and personnel database integration.

Positive authentication verifies the necessity of access. This includes such things as clearance verification, access lists, and personal vouchering.

Good access control also contains several aspects that define the security environment. For example, public areas need different access control than highly classified vaults. Additionally, things such as required traffic flow affect requirements. Systems that do not work together will dramatically affect the effectiveness of your access control and could compromise security.



GSA offers comprehensive security solutions for agencies all in one place at www.gsa.gov/securitysolutions. Visit this comprehensive resource for all your agency security needs today!

Planning and Implementation

There are three major steps in the process of setting up an efficient and workable access control program.

Define your environment. Is it a public access facility? Is it a highly controlled facility? What is the threat? How much traffic do you need to accommodate? Are you worried about people breaching your facility, data breaches, or both? What is the impact of an access breach? All of these elements will affect how much security you will need, and how “tight” your facility will need to be.

Design an appropriate security plan. If you are managing access to a public facility such as a social security or IRS office, you will need to accommodate unknown high traffic volumes of unknown people, with a relatively low risk. If you are

managing access to a top secret classified facility, you have much less traffic of known individuals, but with a high risk of damage from a breach.

Implement an integrated, open, robust, upgradeable security system. These attributes will usually provide the most cost effective and best value system over the entire life cycle.

Sustain and support the system throughout its entire life cycle. A great system today may not be effective tomorrow if it is not supported or maintained.

A good access control system should be both efficient and effective. Efficient, in that it supports the required traffic flow in the most cost effective manner, and effective, in that it is appropriate to mitigate the risk involved and will provide the maximum protection required at all times. Your access

control paradigm should be fail safe, fail operational, and supportable throughout the expected life cycle.



Workspace Design and Allocation

Life in the cubicle jungle can often be a source of contention for employees. However, well thought out design and implementation of workspaces can give your employees a sense of well-being and comfort in their workspace. GSA offers a myriad of products and services that can help your agency successfully fulfill its need for workspaces that result in content employees.



Furniture and Furnishings

GSA offers a complete selection of desks, conference tables, chairs, classroom furniture, and furnishing for traditional office spaces, educational, industrial, and medical settings. GSA provides furniture, furnishings, and related services for office, residential, dormitory, industrial, healthcare, and educational settings. GSA offers a complete solution for large furniture purchases and service is unmatched in the U.S. government.

Whether it is dormitory housing, 21st century knowledge centers, traditional office space, classrooms, patient rooms, or any other furniture-related service, GSA and America's leading furnishing suppliers can deliver a solution that fits all environments and budgets. GSA offers more choices, more options, more ways to help enhance work environments, and improve the productivity and quality of life for employees.

As purchasing policies change, making the way clients buy from GSA simpler, easier, and less expensive is a constant challenge. One way GSA achieved this was to consolidate Schedules. This consolidation allows commercial partners to have all of their items, intended for particular environments, under one contract and allows for the ability to purchase necessary furniture and furnishings with value and ease.

For more information, visit us at www.gsa.gov/elibrary.

Furniture and Furnishings Schedules

Number	Title
36	The Office, Imaging, and Document Solution
58 I	Professional Audio/Video, Telecommunications, and Security Solutions
71-I	Office Furniture
71-II	Household and Quarters Furniture
71-II-H	Packaged Furniture
71-II-K	Comprehensive Furniture Management Services
71-III	Special Use Furniture
71-III-E	Security Furniture
72-I-A	Floor Coverings
72-II	Furnishings
78-I	Sports, Promotional, Outdoor, Recreation, Trophies, and Signs (SPORTS)

Flexible Procurement Options

When it comes time to procure goods and services, GSA offers flexible options designed to meet an agency's unique requirements. The following options can help tailor the procurement to your specific need:

Requisition from GSA

GSA procures products and supplies to address ongoing needs of federal agencies and, in some instances, state, and local governments.

Purchase from a GSA Vendor

The GSA Multiple Award Schedule (MAS) Program helps federal, state, and local government agencies meet their missions. Millions of products and services from pre-qualified vendors can quickly and easily be obtained.

Let GSA Manage the Process

GSA combines key internal resources with technical, financial, and contract services to fully support an acquisition. GSA will be there before, during, and after contracts are awarded.

Managing today's workforce demands a complex set of requirements. Nurturing employees on a personal level through equitable and attractive benefits packages and services, challenging employees with professional development and advancement opportunities, and providing employees with comfortable surroundings and the tools they need to achieve their mission are all necessary components for a successful organization.

Whatever your need, GSA offers your agency the tools to effectively manage your workforce and properly tend your garden of talent.

Visit us at www.gsa.gov/workforceops.

What is VETS?

A new way for federal agencies to achieve small business goals through purchase of Information Technology solutions from small businesses owned by service-disabled veterans.

VETS is:

- **A multiple award indefinite-delivery/indefinite-quantity contract**
- **Designed to provide cutting-edge technology solutions to federal agencies without the expense and time involved in open market set-aside procurements**
- **A result of Executive Order 13360**

GSA, in its continued commitment to help federal agencies reach their small business goals, is proud to introduce its newest contract designed to simplify the acquisition of information technology solutions from firms owned by service-disabled veterans.

The VETS GWAC offers the right mix of innovative solutions from industry partners who stand ready to meet your next technology challenge.

Features

- Set-aside contract for service-disabled veteran-owned firms
- Five-year base period with one, five-year option
- Two functional scope areas
 - Systems Operations & Maintenance
 - Information Systems Engineering
- Ordering procedures based on Fair Opportunity (FAR 16.505)
- \$5 billion program ceiling

Benefits

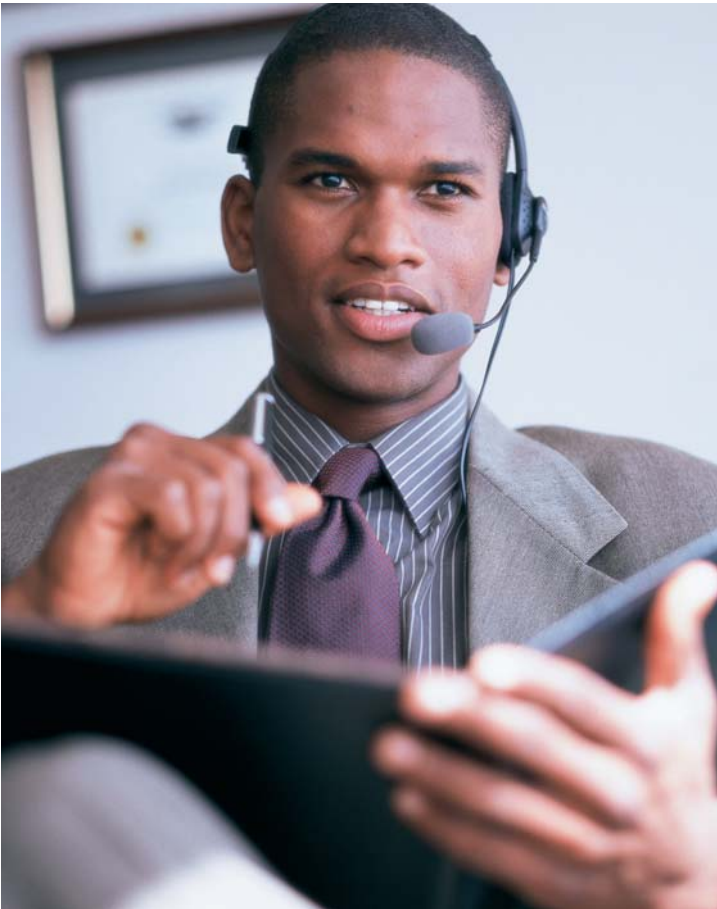
- Federal agency assistance in meeting 3 percent goal for contracting with service-disabled veteran-owned firms
- Pre-competed, easy to use contracts
- Short procurement lead time
- Training and support from VETS GWAC acquisition team
- Increased contracting opportunities for small business
- Flexible subcontracting arrangements, especially with service-disabled veteran-owned businesses

Getting started is easy. Just call (877) 327-8732 or send an e-mail to vetsgwac@gsa.gov. Visit www.gsa.gov/vetsgwac.



Federal Acquisition Service

Ask the Acquisition Expert



Welcome to GSA's "Ask the Expert" column. Here, we answer commonly recurring questions received about GSA's Multiple Award Schedules Program.

This month, the "Ask the Expert" column answers questions about GSA's Schedule 738 X, Human Resources and EEO offerings.

We Want to Hear from You!

We would like to gather your questions in advance and then respond to them. Please send any questions to asktheexpert@gsa.gov. You may well see your question in our next edition!

Question: What two new Special Item Numbers (SINs) have been added to Schedule 738X for Human Resources and EEO and why?

Answer: There are two new SINs available on the Schedule. SIN 595 27 is for Pre-Employment Background Investigations and SIN 595 28 is for Social Services. These types of services were previously offered under SIN 595 21 for Pre-Employment Screening and Employee Assistance. By creating the two new SINs, our contractors will have better exposure and greater sales opportunities. The range and scope of services available to our customers is also greatly expanded, especially for military personnel and their families worldwide.

Question: What is the new SIN 595 27 for Pre-Employment Background Investigations all about?

Answer: Contractors under this SIN offer timely pre-employment background investigations for persons seeking federal government employment. Pre-employment screening support includes background investigations (background checks) for potential or existing employees in accordance with applicable federal, state, and local regulations. Contractors may provide services such as verification of previous employers; salary histories; criminal records checks; education verification; and credit history checks. All investigative activities are conducted in compliance with the Fair Credit Report Act, as amended. Upon request, these investigative services can support the authorized department or agency in acquiring such information for investigative reports in areas of public trust, national security, and suitability investigations conducted by the federal government under, and in compliance with, appropriate sections of the United States

Code (USC) (i.e., Title 5 and Title 15) in addition to Executive Orders, as well as the requesting department or agency directives, policies, and procedures. Service providers must operate from a facility approved in accordance with the provisions of the National Industrial Security Program Operating Manual (NISPOM). Investigative support personnel and the field investigator staff must have active security clearances to the appropriate level as required by the customer agency.

Question: How many awarded contractors are available under SIN 595 27?

Answer: Thirty-one contractors of all business size classifications are awarded under this SIN. These contractors are located all across the continental United States.

Question: What is offered under the new Special Item Number 595 28 now on Schedule 738 X for Human Resources and Equal Employment Opportunity Services?

Answer: Contractors under this SIN provide essential individual support services. They should provide the full range of human resources employee assistance and related social services including, but not limited to: traditional EAP, vocational/rehabilitation; physical/occupational therapy and outpatient services, personal, child/youth, and family support services, emergency response and relief social services, community-based civic social services and social advocacy (personal care, daycare, religious, and human rights consulting support) educational and public health program administration, service registries (including employment, ship crews, and daycare, veterans

readjustment, benefit/compensation, and consultation in the areas of individual and family personal, business, financial enhancement). They also offer advice, training, and counseling in self-improvement, health and wellness training, stress management, family situations, substance abuse, and legal consultation. Services may be short and long term, and can be either bundled or unbundled.

Question: How many awarded contractors are available under this SIN?

Answer: There are 34 awarded contractors of all business sizes available under this SIN. These contractors are located all across the continental United States.





CLEAN AND EVERGREEN

Biobased Pine Oil Disinfectant Detergent and Pine Disinfectant Cleaner from SKILCRAFT®

- Biobased
- EPA-Registered
- Environmentally Responsible



6840-00-687-7904.....	Pine Oil Disinfectant Detergent.....	24 - 1qt bottles.....	BX
6840-00-584-3129.....	Pine Oil Disinfectant Detergent.....	6 - 1gal bottles.....	BX
6840-00-551-8346.....	Pine Oil Disinfectant Detergent.....	55 gal drum.....	DR
6840-01-342-4143.....	Pine Disinfectant Cleaner.....	24 - 1 liter bottles.....	BX

Available on www.gsaAdvantage.gov
also available through FEDSTRIP/MILSTRIP



Use Your GSA
SmartPay® Card



Created with pride by Americans who are Blind or have other Severe Disabilities™

2009 Bob Baker

Fleet Manager of the Year

Award



The General Services Administration (GSA) and the Federal Fleet Policy Council (FedFleet) encourage federal agencies to submit employee nominations for the ninth annual “Bob Baker Fleet Manager of the Year” awards.



These governmentwide awards recognize and honor federal managers who have demonstrated exceptional skills and abilities in the federal motor vehicle fleet management profession. The awards are named in honor of Mr. Bob Baker, a founding member of FedFleet.

Each department or agency may nominate up to four individuals total with the exception of the Secretary of Defense who may submit up to 16 candidates to include the Departments of the Air Force, Army, and Navy. As there are two awards given – one for a manager of large fleets (500 or more vehicles) and one for a manager of small fleets (50 to 500 vehicles) – indicate the appropriate manager category on the nomination form. Group nominations will not be accepted; however, you are encouraged to nominate individuals who may have led a group(s). We also accept self-nominations. The department or agency head or designee must sign all nomination letters and *endorse those which are self-nominated*.

Nominees will be evaluated on the criteria established by the Motor Vehicle Executive Council. Please refer to www.gsa.gov/vehiclepolicy for evaluation criteria, the application form, and submission instructions.

Nominations are due by January 31, 2009.

The two individuals selected for the awards will be honored at a ceremony at the Ninth National Motor Vehicle and Aviation Workshops and Exposition.

July 28 – 30, 2009 in Chicago, Illinois.

For more information, please contact:

Jacquie C. Perry
Program Analyst
General Services Administration
(202) 501-3347
jacquie.perry@gsa.gov

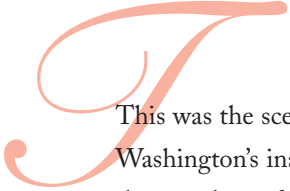
Changing of the Guard

GSA Supports the Armed Forces Inaugural Committee

The procession commenced from his palatial home in Mount Vernon, destined for New York City. As the party traveled onward to their destination, local town militias and excited citizens spontaneously joined the group over the course of seven days. In so doing, an American tradition was born. On April 30th 1789, as the procession approached Federal Hall, members of the Continental Army, government officials, members of Congress, and triumphant citizens all joined the escort for the swearing-in ceremony.

For the end of this journey marked a historic beginning, and a fledgling country awaited the arrival of her inaugural leader.





This was the scene on the occasion of George Washington's inauguration, when the clouds parted and the sun shone down just in time for his oath, as if to indicate heavenly approval of the event. Since that momentous day in our American history, the Armed Forces Inaugural Committee (AFIC) has performed similar yet changing duties during each and every Presidential transition, and now, two-hundred twenty years later, military participation continues to honor our Commander in Chief, recognize civilian control of the armed forces, and celebrate a peaceful change or continuation of administration.

The Armed Forces Inaugural Committee (AFIC) is a joint service committee charged with coordinating all military ceremonial support for the Presidential inaugural. As a joint committee, it includes members from all branches of the armed forces of the United States and falls under Joint Force Headquarters National Capital Region (JFHQNCR), which is commanded by Maj. Gen. Richard J. Rowe, Jr., U.S. Army.

During the 10-day inaugural period from January 15 to January 24, 2009, armed forces personnel will again provide ceremonial support to the Presidential inaugural. This support is traditionally comprised of musical units, marching bands, color guards, salute

batteries and honor cordons, which render appropriate ceremonial honors to the Commander in Chief. Historically, more than 5,000 service members have participated in the celebration on the day of the inauguration, both in view of the public and behind the scenes.

During this unique period, AFIC relies on technical and logistical support from GSA. Recently, AFIC team members joined with GSA Personal Property employees to save nearly half a million dollars. The effort involved a lot of preparatory planning to ensure expectations were met, and the process took four months to complete, but in the end, everyone was happy and a significant sum of taxpayer money was saved.

"The partnership between AFIC and GSA is one of the best I've seen in 20 years of federal service," said Mary Costa, Director of Administration, GSA Inaugural Support Team.

GSA's inventory of personal property is available for use by other agencies. The program coordinates the transfer of property from one agency to another. GSA's one million square foot warehouse in Virginia stores a huge assortment of items - everything from desks and chairs to fax machines and large-screen



television monitors. GSA Property disposal specialists marry up what is available with customers like AFIC, who need gear and want to minimize spending costs. This project serves as a model example of saving the government significant money, especially when standing up a unit, which tends to be very costly.

GSA supplied 15 tractor trailers filled with furniture to the AFIC site. GSA coordinated the transfer of new or like new furniture and equipment to “stand up” the operation.

“It’s a very good program. It allowed AFIC to basically come in and save about \$370,000 by opting for furniture that was used, but still serviceable,” said GSA representative Jimmy Garcia, “as for AFIC, it’s been an absolute pleasure with them. I began working with this team, six or nine months ago and I think they’re quite happy with what we’ve been able to do for them.”

GSA Property Management Deputy Director, Charles Robinson, was pleased with the results and felt that the cooperation between GSA and AFIC led to significant savings.

U.S. AIR FORCE PHOTO BY TECH. SGT. TRACY DEMARCO

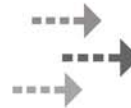


The U.S. Navy Honor Guard marches past President George W. Bush during the 2005 Presidential Inaugural Parade held in Washington, DC

Drowning in a sea of paperwork?

***CJE has a lifeline for you!
We'll help you turn all of this...***

Into a few of these...



For over 27 years, C. J. Enterprises, Inc. has been your premier records and information management provider, specializing in document management and paper reduction services, including:

- Document Scanning/Imaging
- Digital Archiving
- Information Security
- Web/Intranet Access Design
- Records Management Services
- Administrative Support
- Records Retention Scheduling
- Information Management Consulting

Let CJE be your lifeline to a secure information management system
(800) 860-8049 • www.cje.com • info@cje.com



Advantage!®

Contract # GS-25F-0191M
 Schedule # 36, The Office, Imaging, and Document Solution



C. J. Enterprises, Inc.

Records and Information Management

7010 Lee Highway, Suite #214 • Chattanooga, TN 37421

SAY HELLO TO YOUR NEW **BRET**FORD FLAT PANEL WIDE BODY CART



Meet **Bretford's Flat Panel Wide Body Cart** and get acquainted with **the safest solution for your audio visual needs**. Designed with today's technology in mind, the Bretford Flat Panel Wide Body Cart ensures a safe, secure fit. And it's the **only UL listed cart of its kind**.

OR SAY GOODBYE TO YOUR OLD TOP SHELF, AND HELLO TO **THE BRET**FORD **RETRO-FIT KIT**

Keep your old carts, save money and reduce waste! It's the green alternative to purchasing a new cart and it gives your existing cart a new life. The **Retro-Fit Kit replaces the top shelf of your cart** for a seamless fit with flat panel monitors. Saying goodbye has never been so easy.



Contract # GS-07F-9653G
Schedule # 58-I

Contact Bretford at **800.521.9614**
BRETFORD.COM

A HIGHER FORM OF FUNCTION



BRETFORD



GSA Multiple Award Schedules Classroom Training

At Your Service: Acquisition experts provide Best Value Solutions to meet *any* need.



Course Description

This course is offered to all personnel from agencies and organizations eligible to buy commercial products/services through the General Services Administration (GSA) Multiple Award Schedules (MAS) Program. It will teach Schedule users how to obtain the best value from the GSA MAS Program by using the special features associated with the program, differentiating the key tasks accomplished by GSA from those accomplished by the Schedule user, and walk through the process necessary to successfully award and administer Schedule orders.

Prerequisites:

- **A minimal level of mastery of the language and terminology used in the GSA MAS Program**

Target Audience:

The target audience includes Contracting Officers, acquisition personnel, and individuals who serve in support roles in acquiring products/services from GSA Multiple Award Schedules.

Cost:

Free. You provide the space and we provide the rest.

Course Learning Objectives

Upon successful completion of the course, participants will be able to:

- **Identify key facts about the GSA MAS Program**
- **Describe how GSA Multiple Award Schedules forge a link between the sellers of commercial products/services and government buyers**
- **Conduct successful market research on the Schedules Program by identifying and using readily available sources of market research information**
- **List key points to consider when identifying and resolving weaknesses in product requirements**
- **List key points to consider when identifying and resolving weaknesses in service requirements — commercial services and statement of work**
- **And much more**

Length:

2 days of classroom training which can be customized to meet your needs. Begin your training today. Earn while you learn. Participants receive 16 Continuous Learning Points (CLPs) for the training.

For additional information on classroom training and course customization, you may call (703) 605-2568, or e-mail Rachael.Lerum@gsa.gov.

One Country. One Mission. One Source.

Ask the **Personal Property Expert**



Welcome to GSA's "Ask the Expert" column. Here, we answer commonly recurring questions received about Personal Property Management.

This month, the "Ask the Expert" column answers questions about about the Federal Surplus Property Donation Program.

We Want to Hear from You!

We would like to gather your questions in advance and then respond to them. Please send any questions to asktheexpert@gsa.gov. You may well see your question in our next edition!

Question: What is the Federal Surplus Personal Property Donation Program?

Answer: The Federal Surplus Personal Property Donation Program enables eligible nonfederal organizations to obtain surplus personal property that is no longer required by the federal government.

Question: What does Personal Property include?

Answer: Personal property includes all types and categories of property except land or other real property, certain naval vessels and records of the federal government.

Question: What is the authority?

Answer:

- Statute: Title 40 of the U.S. Code, Section 549
- Regulation: Title 41 Code of Federal Regulations, Section 102-37

Question: What can my organization get?

Answer: Examples of surplus personal property are:

- Hand and machine tools
- Office machines and supplies
- Furniture
- Appliances
- Medical supplies
- Hardware
- Clothing
- Motor vehicles
- Boats
- Airplanes
- Construction equipment
- Textiles
- Communications and electronic equipment

Question: Who determines eligibility?

Answer: Your State Agency for Surplus Property in your state determines who is eligible. The Donation Program is operated by the State Agency for Surplus Property (SASP), established by law in each state, the District of Columbia, the U.S. Virgin Islands, Guam, American



Samoa, the Commonwealth of Puerto Rico, and the Commonwealth of the Northern Mariana Islands.

Question: Where can I find a listing of the SASP points of contact?

Answer: A listing of SASP points of contact can be found at www.nasasp.org.

Question: Are public airports eligible?

Answer: Public airports generally are eligible to qualify as donees through the SASP. Additionally, under a separate authority, GSA can approve donations from a Federal Aviation Administration program. For eligibility under the FAA authority, public airports should contact:

- FAA regional office
- FAA
Office of Airport Planning and Programming
(APP-510)
Washington, DC 20591

Question: Who is eligible?

Answer: Organizations are eligible – individuals are not. The major categories of eligible participants in the donation program include:

- Public agencies
- Nonprofit educational or public health institutions
- Nonprofit and public programs for the elderly
- Educational Activities known as Service Educational Activities [SEAs] of special interest to the Department of Defense (DoD)
- Public airports

Question: What does nonprofit mean?

Answer: Nonprofit means exempt from federal income tax under section 501 of the Internal Revenue Code (26 U.S.C. 501).

Question: What are public agencies?

Answer: Broad categories of public agencies include:

- States
- Local governments
- Instrumentalities of a state or local government
- Indian tribes on a state reservation

Question: What are public agencies and nonprofit education or public health institutions?

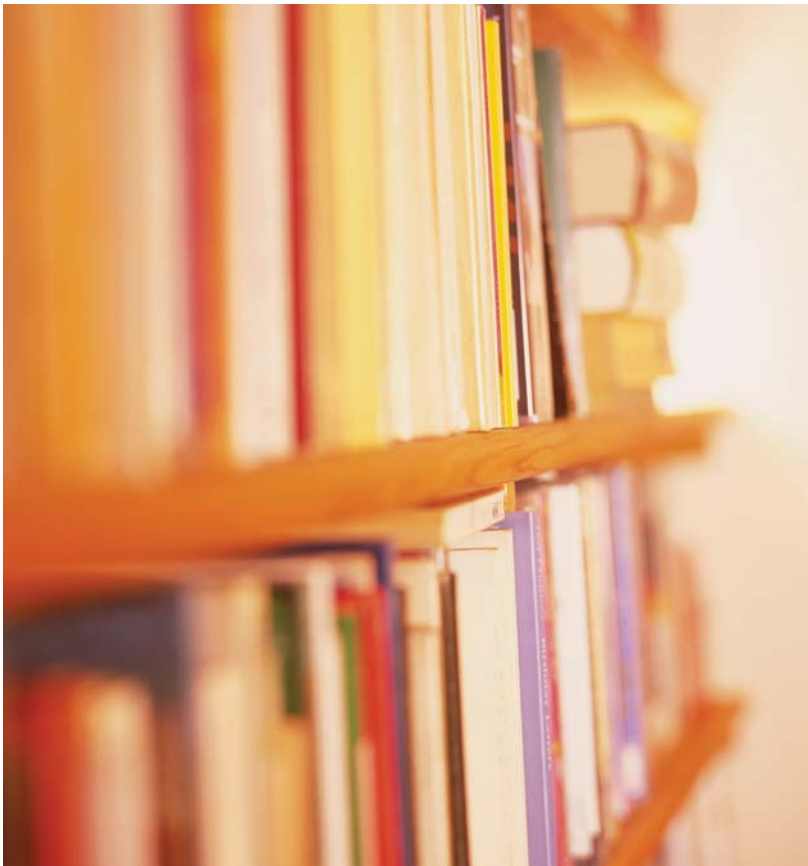
Answer: Examples of public agencies and nonprofit educational or public health institutions are:

- Medical institutions
- Hospitals
- Clinics
- Health centers
- Drug abuse or alcohol treatment centers
- Providers of assistance to homeless individuals
- Providers of assistance to impoverished families or individuals
- Schools
- Colleges
- Universities
- Schools for the mentally disabled
- Schools for the physically disabled
- Child care centers
- Radio and television stations licensed by the Federal Communications Commission as educational radio or educational television stations
- Museums attended by the public
- Libraries, serving free all residents of a community, district, state, or region
- Historic light stations

Question: What are some examples of SEAs?

Answer: Established SEAs include:

- American National Red Cross
- Big Brothers/Big Sisters of America
- Boys and Girls Clubs of America
- Boy Scouts of America
- Camp Fire, Inc.
- Girl Scouts of the U.S.A.
- Little League Baseball, Inc.
- Marine Cadets of America
- National Ski Patrol System, Inc.
- Naval Sea Cadet Corps
- United Service Organizations, Inc.
- U.S. Olympic Committee



Only Department of Defense-generated property may be donated to SEAs. General information concerning the designation of schools or organizations as a SEA can be obtained from the Director, Defense Logistics Agency (DLA-J37, 8725 John K. Kingman Road, Suite 4133, Fort Belvoir, VA 22060-6221).

Question: How do I find and obtain surplus property?

Answer: You can find out what is available by contacting the SASP. If the SASP maintains a warehouse, you can visit the SASP to physically view and inspect property available for donees. If what you need is not at the SASP warehouse, you can submit a want list to the SASP. The SASP, in turn, will either search for the property you requested by visiting federal sites that generate surplus property or by searching GSAXcess® — GSA's web-based system that contains the complete inventory of property available for transfer as surplus. The SASP may elect to give you authorization to access GSAXcess® so that you may conduct the screening yourself to find out what property is available for transfer. Although you may search for property on your own, the request for property must be made by the SASP.

Question: How much does the property cost?

Answer: There is no charge for surplus property received through the donation program. However, practically all SASPs operate on a self-sustaining basis by assessing recipients a service charge to cover handling, transportation, and administrative expenses. The charges are usually a percentage of the original acquisition price of the property.

Question: Are there restrictions imposed on the donee?

Answer: Yes. Generally, the donee must agree to the following periods of restriction:

- To place the property into use within the state within one year of the acquisition and to continue its use for –
- 1 year – for property with a unit acquisition value of less than \$5,000

- 18 months for passenger motor vehicles and any item of property having a unit acquisition value of \$5,000 or more
- 5 years – for aircraft and vessels 50 feet or more in length
- In perpetuity – combat-configured aircraft

The donee must also agree to operate in compliance with applicable federal nondiscrimination statutes.

Clear title to donated property is not granted until all restrictions, including the period of restriction, are met. Violations of any of the conditions or restrictions may require return of the property to the SASP or reimbursement of the fair market value if the property is unable to be recovered.

Question: Why would my organization want someone else's used property?

Answer: Some surplus items made available for donation are in new or unused condition. Generally, items are used and in need of repair. All donated property is offered on an "as is" basis, without warranty of any kind. As such, making the necessary repairs is the responsibility of the donee – not the government. However, it is common practice among donees to make an investment in the surplus property they receive to fix it and make it usable. Repair/refurbishment often costs less for taxpayers than new procurement. It is often that investment to repair/refurbish that allows "one man's trash" to become someone else's treasure.

For more information on the Federal Surplus Personal Property Donation Program, visit our Web site at:

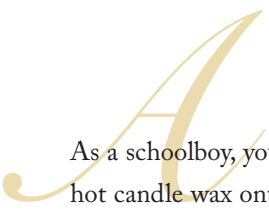
www.gsa.gov/propertydonations.



Image in a Box: *Kodak and the Dream of* George Eastman

By Peter Daniel Davis

One hundred years ago, Kodak began manufacturing the Folding Pocket Kodak Camera, setting the stage for all roll-film cameras that would follow and shaping the destiny of modern photography.

As a schoolboy, young members of a secret club dripped hot candle wax onto George Eastman's extended arms as an initiation rite, trying to elicit a cry from him. They did not succeed. In his adulthood, he would recount the incident and display the scars that resulted. He would use this self-control to form himself into an inventor and businessman who would completely change photography as it was known.

He was born on July 12, 1854 in a one-story frame house in upstate New York. His father had founded the Eastman Commercial College in Rochester, an establishment that taught bookkeeping and penmanship.

He died when George was five, and his mother brought in borders to help ends meet. As a boy, he took work during winters sawing filigree-style walnut bookshelf brackets. With the five dollars he was paid, he started his first bank account. He left school at the age of fourteen, though it may have been as much from his own sense of financial expectations and independence as from any real financial obligation to his mother, for it was not something she asked of him. He began working for the insurance agency of Captain Cornelius Waydell, earning three dollars a week to itemize receipts and expenditures. This discipline extended to his own transactions, for which he carefully kept a written record. Personal expenses for 1869 included shoes,



PHOTO COURTESY OF GEORGE EASTMAN HOUSE

at \$24.85, hats, at \$3.75, and a “vacation trip” costing \$8.20. It was a habit that would serve him well in taking a business from a fledgling company to a major corporation.

As he progressed in his professional life, George’s mother became his financial advisor and attended to his social life. He left his insurance job for a rival company when he did not receive a raise, and then moved on to a banking position.

Though he had left school, he studied German and French on his own. He also read popular adventure stories about science and geography that likely spurred his imagination to invent new photographic tools that could be more easily used in both science and travel.

In 1877 he took up photography simply as an amateur, purchasing a camera, tripod, a darkroom tent, and various accessories. The tripod was necessary, as exposures took more time and the camera couldn’t be moved. The darkroom tent was also needed, as the photographer would do his own developing. Moreover, he needed to coat the glass plates that would hold the photographic image with a wet emulsion. The emulsion was made from a silver compound and reacted to light, creating the photograph. But the photograph had to be taken before the emulsion dried. It was a cumbersome process that might discourage the average person. He wrote,

One burning hot day I set up my encampment to go about photographing the natural bridge at Mackinac and then disappeared into my little teepee to make the plates ready. When I came out, a party of tourists had draped

themselves about the bridge in the engaging attitudes that were then thought necessary when one was photographed close to nature. I paid no attention to them, took several exposures, and, when I had finished, one of the men came forward and inquired the price. I told him that I was an amateur making pictures for my own amusement and not for sale. He exploded: "Then why did you let us stand in the hot sun for a full half-hour while you fooled around with your contraptions! You ought to wear a sign saying that you are an amateur!"

Being an amateur was, I suppose, arduous work, but one never finds a hobby hard riding and I went out taking photographs whenever I could, read everything that was written on the subject, and generally tried to put myself on the plane of the professional photographer without, however, any idea of going into the business of photography. Since I took my views mostly outdoors—I had no studio—the bulk of the paraphernalia worried me. It seemed that one ought to be able to carry less than a pack-horse load.

Ever the student, Eastman discovered a new process in the *British Journal of Photography* that used a dry emulsion. Plates using a dry emulsion could be stored, unlike those with a wet emulsion, which had to be made on the spot and used immediately. He rented space, hired employees, and began manufacturing photographic plates using this new technique, selling them to professional photographers. He rode to work on his bicycle, packing his lunch. It was not all smooth sailing. A batch of plates that had gone bad because they had been stored for too long prompted Eastman to order a product recall. He also added quality controls. Today, film is always dated on the box so the user knows if it is a fresh product.

Even with the production of the dry emulsion plates, which were a clear advancement, he wondered what could be used to replace glass, which was heavy and breakable. If a film could be developed that was flexible, clear, and strong, it could largely replace the cumbersome glass plates. He developed roll film, or 'stripping film', that used a paper base, a layer of collodion, and a gelatin emulsion that was photosensitive when exposed to light.

Between the layer of paper and the layer of collodion was a water soluble layer that would soften when placed in warm water so that the paper could be removed from the collodion, leaving a photographic negative much like a negative from modern film. This could then be printed, making a negative of the negative, creating a photograph.

The year 1885 saw the commercial introduction of EASTMAN American Film, the first clear photographic film similar in appearance to present-day film. London, England saw the opening of a wholesale office for the company.

Additionally, a roller was devised that any standard camera of the day would accommodate. It could carry a roll of film that one could advance by means of a clock-key. Now, one could take several photographs on just one roll of film.

Kodak introduced the Folding Pocket KODAK Camera in 1898. It made a negative 2-1/4 by 3-1/4 inches, which for decades was the standard size for roll film. Today, it is looked on as the forerunner of the modern roll-film camera. In 1900, Kodak introduced the first of a long line of Brownie cameras. It cost one dollar and took film costing fifteen cents for a roll. Photography had finally reached a low enough cost level to make it a universal hobby.

H.G. Ponting, official photographer for Captain R.F. Scott's last Antarctic Expedition, sent Eastman negatives he had from film that had seen extremes of tropic heat and almost two years of Antarctic cold. The film had arrived in the Antarctic in January of 1911, exposed on January 17, 1912, and were developed in January of 1913. The negatives had survived (Scott perished) and produced photographs former President Theodore Roosevelt described as "wonderful." Photographic film had achieved both durability and transportability, vastly adding to the ways that photography could be put to use.

Eastman had resigned his job as an assistant bookkeeper with the Rochester Savings Bank in September 1881 when he was denied a promotion in favor of the relative of a bank director. This bridled him for years, and he vowed that

when he ran a company that employee advancements would be based on merit. He was generous with those who worked for him, and the pay scale at Kodak was the same or above those elsewhere. Employees had access to gyms, auditoriums, bowling alleys, and not surprisingly, camera clubs. Eastman supported equal rights in the workplace for women—at least as it was perceived at the time—and employed women as chemists. The directors established a fund for employees in need. He employed a former prisoner who had been pardoned by the governor at Eastman's request. The company established a suggestion system with cash payments. Eastman established a system of "wage dividends" (now called an annual bonus) and pensions years before most other companies did so. He also established life insurance and disability benefit plans, and in 1919 gifted \$10 million dollars in Kodak stock, amounting to a third of his personal Kodak holdings, to his employees.

By the time he was forty he had built a major corporation reaching across the world. He was a fierce competitor in business with a keen ability to work patent laws or just buy the patents he thought might be useful. He held four key principles of business—mass production through machinery, low prices, foreign and domestic distribution, and both advertising and demonstrating a product. He went to great lengths to bring on board employees he wanted, including buying out the company of one.

During his lifetime, Eastman made major philanthropic contributions that included gifts to the University of Rochester, the Massachusetts Institute of Technology, the Hampton Institute (Now Hampton University), the Tuskegee Institute, establishing dental clinics for children, not only in Rochester but in London, Paris, Rome, Brussels, and Stockholm. He also established the Eastman School of Music. George Eastman took his own life in 1932 when he was 77. In ill health, he had left a note,

*To my friends
My work is done—
Why wait?
GE*

PHOTO COURTESY OF GEORGE EASTMAN HOUSE



A few years later, in 1935, Kodak gave the world Kodachrome color film. With its clear and vibrant colors, it was the achievement of a milestone that Eastman had long worked for. First introduced as 16 mm film stock for motion pictures, it soon was also being manufactured for 35mm slides and for 8mm home movies. The modern age of photography had arrived.

Two excellent biographies, *George Eastman: Founder of Kodak and the Photography Business* by Carl W. Ackerman and Elizabeth Brayer's *George Eastman: A Biography* available from vendors on **GSA Schedule 76, Publications Media**. For more information on this Schedule call (212) 264-0868. Schedule 76 can be found on Schedules eLibrary at www.gsa.gov/elibrary.

For all your photographic needs, Schedule 67, Cameras, Photographic Printers, and Related Supplies and Services can be found on GSA eLibrary at www.gsa.gov/elibrary or on *GSA Advantage!*® at www.gsaadvantage.gov. For more information, call (212) 264-0868.



Clean and Green

SKILCRAFT-Spartan® Biobased Products



- ▶ Meets or exceeds federal standards for biobased products*
- ▶ Cleaners for every need
- ▶ User-friendly with clean, crisp fragrances
- ▶ Utilizes renewable resources

* Farm Security and Rural Investment Act of 2002, USDA's ruling on minimum biobased content and Executive Order 13423



7930-01-555-2900.....	BioRenewables™ Restroom Cleaners.....	12 - 32 oz Spray Bottles.....	BX
7930-01-555-2901.....	TriBase™ Multi Purpose Cleaners.....	4 - 1 gal Containers.....	BX
8520-01-555-3732.....	Lite'n Foamy™ Sunflower Fresh Hand Cleaner.....	1 gal Container, Refill.....	BX
8520-01-555-2903.....	Lite'n Foamy™ Sunflower Fresh Hand Cleaner.....	4 - 1 gal Container, Refill.....	BX
4510-01-551-1194.....	Lite'n Foamy™ Sunflower Fresh Hand Cleaner.....	Dispenser.....	BX
7930-01-555-2898.....	BioRenewables™ Glass Cleaners.....	12 - 32 oz Spray Bottles.....	BX
7930-01-555-3384.....	BioRenewables™ Glass Cleaners.....	4 - 1 gal Containers.....	BX
7930-01-555-2897.....	BioRenewables™ Industrial Degreasers.....	1 - 5 gal Can.....	CN
7930-01-555-3382.....	Graffiti Remover SAC™.....	12 - 32 oz Spray Bottles.....	BX
7930-01-555-2899.....	Graffiti Remover SAC™.....	4 - 1 gal Containers.....	BX
8520-01-555-2902.....	BioRenewables™ Waterless Hand Cleaner.....	4 - 1 gal Bottles.....	BX
8520-01-555-2891.....	BioRenewables™ Waterless Hand Cleaner w/Pumice.....	4 - 1 gal Bottles.....	BX

SKILCRAFT® trademark is licensed by National Industries for the Blind

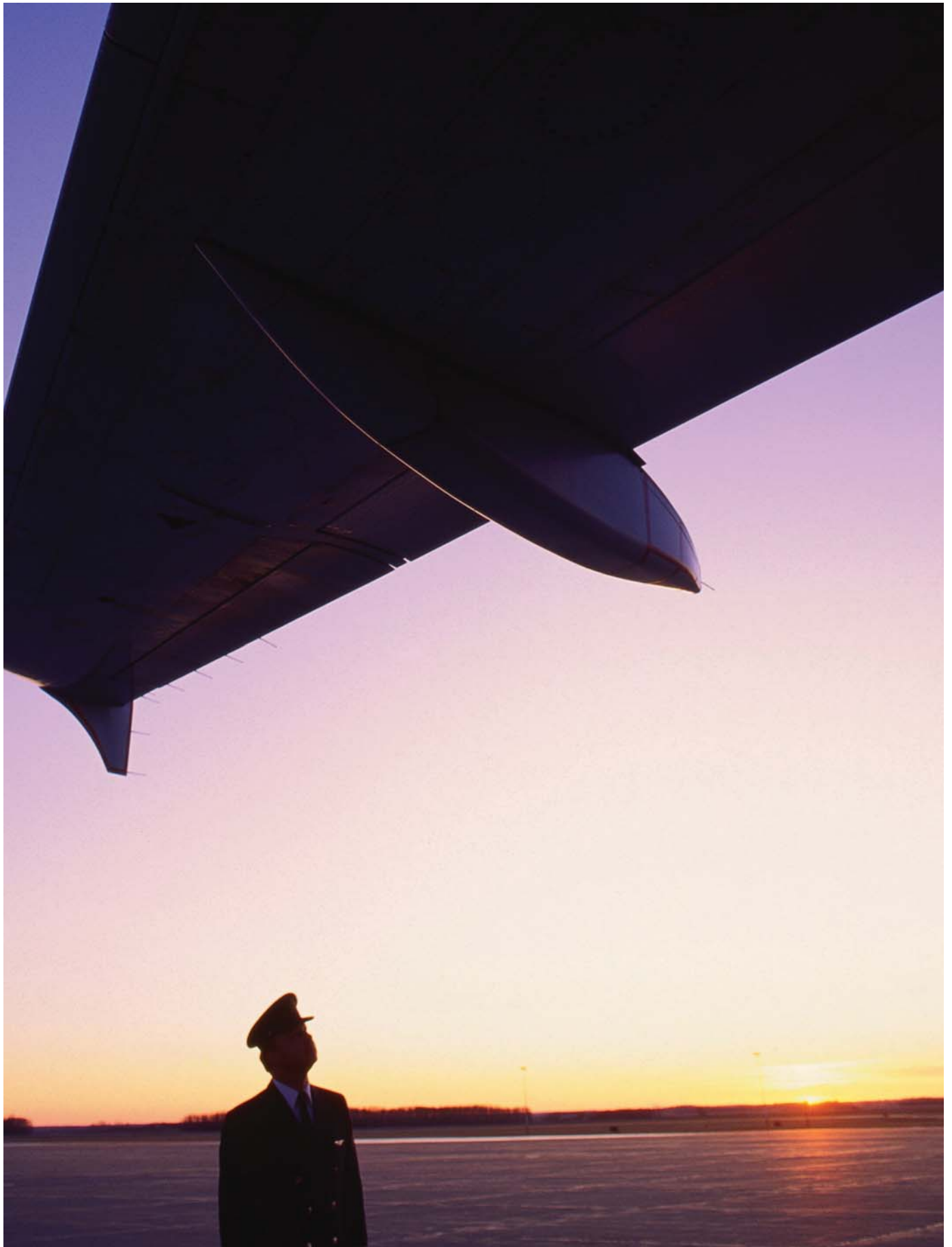
Available on www.gsaAdvantage.gov
also available through FEDSTRIP/MILSTRIP



Use Your GSA
SmartPay® Card



Created with pride by Americans who are Blind or have other Severe Disabilities™



High Honors Eighth Annual *Federal Aviation Awards*

The General Services Administration presented the Eighth Annual Federal Aviation Awards on June 24, 2008. The ceremony was held at the FedFleet 2008 Conference in Dallas, Texas honoring agency and individual aviation accomplishments made in calendar year 2007.



- The Department of Transportation, Federal Aviation Administration's Aviation System Standards Flight Inspection Flight Program won the Large Aviation Program Award.
- The Department of Commerce's National Oceanic and Atmospheric Administration won the Small Aviation Program Award.
- Mr. David Finney, Chief of the Aircraft Operations Division of the National Aeronautics and Space Administration, won the Federal Aviation Professional Award in the Managerial Category.
- Mr. Joe Y. Keller, Quality Assurance Administrator for the Nevada Site Office of the Department of Energy, won the Federal Aviation Professional Award in the Operational Category.

Judges for the Eighth Annual Federal Aviation Awards were Mr. Matt Zuccaro, President, Helicopter Association International; Mr. Jack Kelly, Senior Policy Analyst, U.S. Office of Management and Budget; Mr. Robert Blouin, Vice President of Flight Operations, Hawker Beechcraft; Mr. Brian Finnegan, President, Professional Aviation Maintenance Association; and Mr. Steven Brown, Senior Vice President of Operations, National Business Aircraft Association.

We extend our sincerest congratulations to the winners on their outstanding achievements.



Performance

MOBIS [Mission Oriented Business Integrated Services / Schedule 874]

When the success of your agency is dependent upon improving performance to meet your mission goals, count on the resources of the Mission Oriented Business Integrated Services/MOBIS Schedule 874.

Consultation, facilitation, survey and training services. Competitive sourcing support, program integration and project management services. The MOBIS Schedule 874 provides access to a full range of management and consulting services, quickly and efficiently, to keep your agency procurement on schedule and on budget.

To learn more visit www.gsa.gov/mobis.

Expect everything from the world's largest acquisition agency.



U.S. General Services Administration

Ask the Requisition Expert



Welcome to GSA's "Ask the Expert" column. This column will answer questions about the GSA's Wildland Fire Program.

We Want to Hear from You!

We would like to gather your questions in advance and then respond to them. Please send any questions to asktheexpert@gsa.gov. You may well see your question in our next edition!



Question: What is the Wildland Fire Program?

Answer: GSA furnishes wildland fire protection equipment and supplies to federal agencies as well as to state and local agencies that have formal cooperative agreements with the U.S. Department of Agriculture's Forest Service.

Question: Who are some of the participants in the Wildland Fire Program?

Answer: In addition to the Forest Service, the primary federal users of this program are elements of the Department of Interior. The Bureau of Land Management, Bureau of Indian Affairs, Fish and Wildlife Service and National Park Service all have broad responsibility for land management, primarily in the western states that are particularly vulnerable to wildland fires.

Question: What is the National Fire Cache System?

Answer: The Fire Cache System is a series of designated strategic warehouses where supply tools and equipment are assembled in quantities, or standard units, for use in fire suppression. The fire caches are typically operated by the Forest Service and the Bureau of Land Management. During the spring, before the start of fire season, GSA Global Supply resupplies these caches for the upcoming

fire season. Depending on regional fire conditions, the caches are then resupplied throughout the season.

Question: What are GSA's objectives through the Wildland Fire Program?

Answer: GSA's objectives are to:

- Facilitate advance procurement
- Assist in the standardization of wildland fire equipment and supplies
- Effect savings through consolidated purchasing
- Provide for the direct distribution of items to field units

Question: How long has GSA partnered with our Wildland firefighting customers?

Answer: For more than 50 years, since the 1950s.

Question: What type of items does GSA stock under the Wildland Fire Program?

Answer: GSA currently stocks more than 250 items managed under the fire program. These items include:

- Water handling equipment and supplies
- Fire line tools
- Fire shelters

- Protective clothing
- Canteens
- Field packs
- Sleeping bags
- Batteries
- Chainsaw chaps
- First aid kits
- Goggles and safety glasses
- Gloves
- Tents

The majority of these items are covered by very rigid Forest Service specifications.

Question: Who is GSA's Fire Program Coordinator?

Answer: Bill Hicks, GSA's Fire Program Coordinator, is responsible for GSA's role in the federal wildland fire program and serves as GSA's liaison to its federal partners in this effort. He can be reached at (817) 574-2533 or via william.hicks@gsa.gov.

Question: What is the Wildland Fire Equipment Catalog?

Answer: It is the basic supply publication for use by GSA's federal partners and the cooperating state and local entities responsible for wildland fires. The catalog, issued annually, contains descriptions and ordering instructions for wildland fire protection equipment and supplies managed by GSA.

Question: How is the catalog organized?

Answer: Each item is indexed alphabetically by name and numerically by National Stock Number (NSN) and National Fire Equipment System (NFES) number.

Question: How can I receive the Wildland Fire Equipment catalog?

Answer: Subscribe to automatically receive future catalogs at www.gsa.gov/cmls. After you login, use the "My Account" tab to "Update Buying Interests." Select "Global Supply - Wildland Fire" and we will send you, automatically, annual editions of this publication. Additional or replacement copies of the Wildland Fire Equipment Catalog can be ordered at

any time. If you lack internet access, call us at (817) 334-5215 and we can handle your request over the phone.

Question: Can Wildland Fire items be found online?

Answer: Yes, these items appear under the "Wildland Fire Items" tab at www.GSAGlobalsupply.gsa.gov.





Workforce Operations

**Core HR
Services**

**Temporary
Staffing**

Training

Facilitation

508 Compliance

Language Services

... and much more.

Managing Your Human Capital

As a federal entity, your mission involves managing today's evolving, multi-disciplined workforce, while delivering value to the American public. At GSA, we streamline procurements for services and products required to meet your goals. Whether you need employment screening, equal opportunity programs, emergency staffing, translation services or specialized training, GSA enables easy access to leading pre-qualified contractors who can drive successful human capital management—all from one source.

GSA is here to help: gsa.gov/workforceops or (800) 488-3111



U.S. General Services Administration



DWC and Associates, P.A.

Architecture.Planning.Interior Design

353 North Green Street
Tupelo, Mississippi 38804
phone: 662.844.4466 fax: 662.844.3040
info@dwc-associates.com
www.dwc-associates.com

Statement of Work and Services Provided

712-1 Project Management:

Service includes comprehensive management support for projects covering design, reconfiguration, relocation, and re-sizing of office spaces and similar facilities.

712-2 Assets Management:

Service covers asset management and the development, implementation, and maintenance of asset management systems to monitor and track customer furniture and equipment inventories.

712-3 Reconfiguration/Relocation/Installation Management:

Service includes those required for reconfiguration or consolidation of existing facilities and the opening of new facilities.

712-4 Design/Layout:

We provide services that cover the complete design, space planning, and interior consultation.

712-5 Packaged Environments:

We provide services and materials to create complete office/facilities solutions.



Advantage![®]

www.gsaadvantage.gov

Contract # GS-29F-0010U
Schedule # 71 IIK



AbilityOne: A Well-Managed Workforce

AbilityOne-participating nonprofit agencies employ more than 40,000 individuals who are blind or have other severe disabilities. This workforce is a major contributor in the support of government agencies and their missions.

*T*his year marks the 70th anniversary of the Wagner-O'Day Act, the enabling legislation of the AbilityOne Program (formerly the Javits-Wagner-O'Day or JWOD Program). Seven decades of growth and success are a testament to those who have supported the AbilityOne Program over the years.

AbilityOne successes include having journeyed from a time of making mops and brooms, to providing more than 3,000 products and services to the federal government today. Direct labor wages for the program gross more than \$410 million. This is a result of the program providing more than 41 million direct labor hours of work today, compared to the 3.8 million direct labor hours worked 30 years ago.

While the level of employment for the larger population of all people with disabilities has been fairly stagnant, at 38 percent, in recent years AbilityOne employment has dramatically increased by a staggering 98 percent.

The AbilityOne workforce offers customers the means to employ a determined and enthusiastic workforce who are fiercely loyal and dedicated to their jobs. AbilityOne-participating nonprofit agencies can provide a number of services including custodial/building maintenance; mail center operations and services; hardware, paints, and equipment; cleaning and janitorial products; bedding, mattresses, and furniture; and medical supplies and equipment.

Custodial/Building Maintenance

For more than a quarter century, the AbilityOne Program has been providing the government with outstanding custodial services. AbilityOne employees have helped more than 40 government agencies keep their facilities clean and maintained in



nearly 1,000 locations by cleaning 65 million square feet of government offices every day. Millions of square feet at military installations are serviced each day as well. The AbilityOne Program is thoroughly knowledgeable about sound environmental practices and has done so well for the government that it looks to the AbilityOne Program to care for its most precious assets – the Statue of Liberty, Library of Congress, Pentagon, and Presidential Libraries, to name a few.

Turnover of AbilityOne custodial service employees is markedly less than commercial market averages. Services are provided to federal facilities by neighboring nonprofit agencies, and the average length of AbilityOne contracts is more than 10 years without re-procurement costs.

Services include:

- Office cleaning from basic service to executive level
- Complete restroom sanitation and stocking
- Special services such as judges chambers and courtrooms, dining facilities, kitchens and meat rooms, day care centers, fitness centers, and computer rooms, including secure areas
- Route cleaning for base-wide projects

Mail Center Operations and Services

Mail service excellence is the standard by which federal customers know the AbilityOne Program. For more than three decades, the AbilityOne Program has provided mail services to the government and now operates in more than 100 facilities nationwide. AbilityOne workers handle hundreds of thousands of pieces of mail every day.

Services include:

- Full mailroom center operations
- Secure mail centers with clearances, mail screening, and safe handling procedures
- Multi-location pick up and delivery and courier services
- Shipping, receiving, and sorting
- Receipt and processing of classified, controlled, and accountable mail and packages
- Bar coding and metering
- Web-based computer tracking, tracing, and computer reports
- Digital mail, scanning, content management, and hardcopy document destruction
- Automated outbound mail (small and large scale) including presorting, ink-jet labeling, tabbing, and labeling
- Specialty handwork
- Match mailing and mail merge
- List maintenance
- Warehouse and virtual computer-based fulfillment services
- High-tech networked mail operations and networked surveillance systems
- National/Consolidated mail operations



AbilityOne nonprofit agencies also manufacture and assemble a wide variety of products including –

Hardware, Paints, and Equipment

Working through a nationwide network of manufacturers, the AbilityOne Program has been the supplier of choice for federal purchasers for more than three decades by providing a diverse range of metal and plastic products for the government that includes job shop and long-term capabilities. By using state-of-the-art equipment, programmable coordinated measuring machines, and adhering to ISO 9000 standards, the AbilityOne community has worked with federal agencies to provide quality products and services to meet customers' needs.

The AbilityOne production capabilities include:

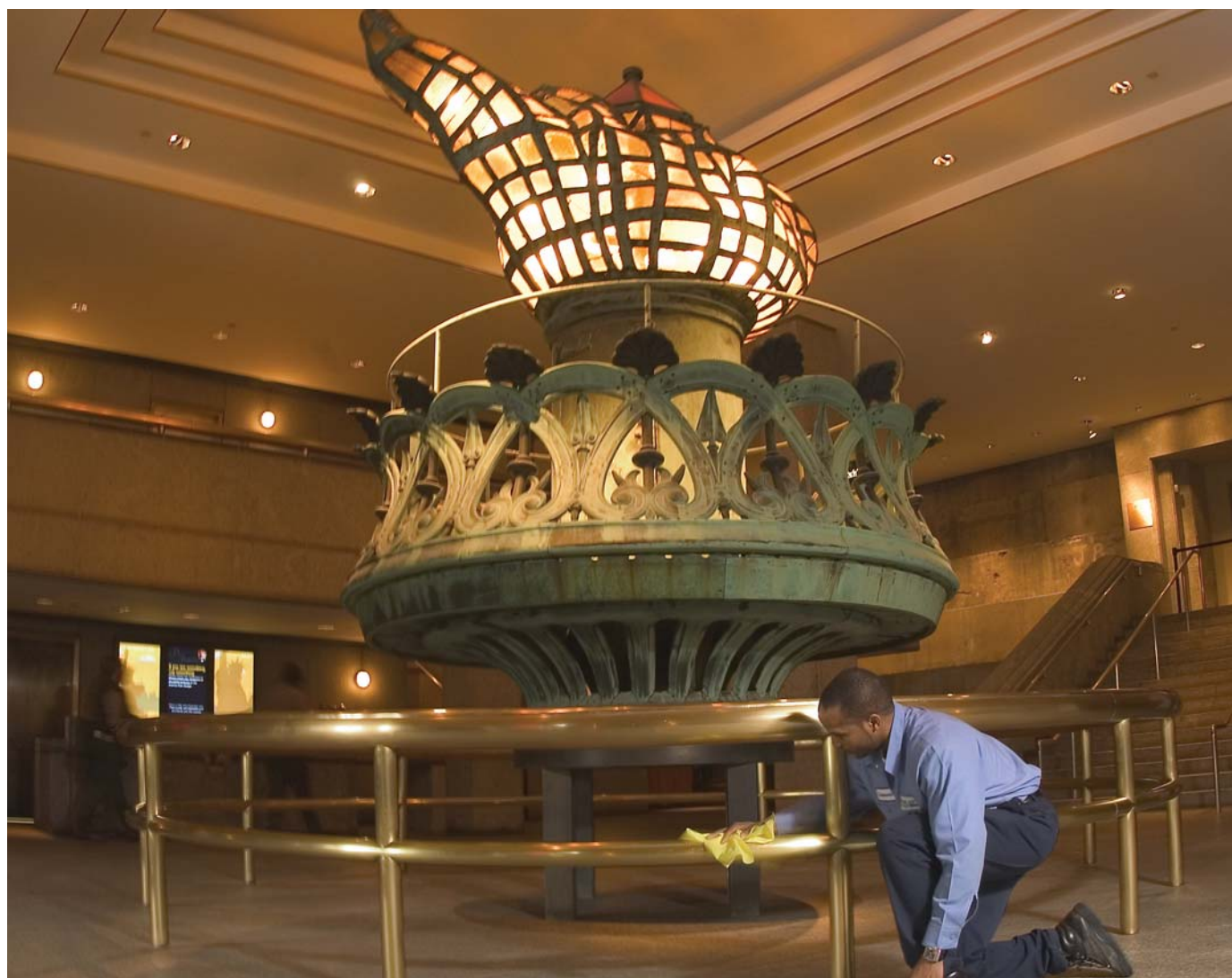
- Computer-aided designs
- Stamping

- Forming and fabrication
- Welding
- Computer Numerical Control (CNC) programming and machining
- Prototyping and development

Cleaning and Janitorial Products

SKILCRAFT® offers products that not only meet your cleaning and janitorial needs but also the federal requirements of “Greening America” – environmental preferable products including biodegradable, bio-based, and recycled to name a few.

- Paper products
- Chemicals, cleaners, and detergents
- Mops and brooms
- Liners and plastic bags
- Clothes and towels





Bedding, Mattresses, and Furniture

Skilled craftsmanship goes into every bedding product. All of our products are comparable to commercial suppliers' products. In fact, our mattresses meet and exceed all performance standards and specifications.

SKILCRAFT® mattress and bedding products include:

- Blankets and bedspreads
- Pillows
- Box springs and mattresses
- Liners and pads

Food Services and Operating Supplies

During the last decade, major food service awards (Ney, Hennessy, Local Command) and half of the U.S. Navy's "5" Star accreditation awards for food services have gone to AbilityOne Program, formerly Javits-Wagner-O'Day,

facilities. Government food services needs have been met by the AbilityOne Program for the past two decades. Currently, the AbilityOne Program manages and supports more than 100 locations and serves more than 25 million meals a year.

Services include:

- Performance work statement drafting
- Full open partnering
- Budgetary support
- Quality assurance management
- DoD administrative accounting
- Dining hall customer support
- Contingency (full food) support as needed for troop movements
- Emergency and major inspection/exercise support
- Kitchen and dining facility sanitation
- Inventory management (order, receive, rotate)
- Equipment maintenance (minor and major)
- Flight kitchen, box lunch, and ground meal support
- Catering, event planning, and implementation

Medical Supplies and Equipment

During peace or times of conflict, the government relies on the AbilityOne Program to deliver health and safety products that meet strict requirements and diverse needs. When America's military is in harms way, there is no margin for error. That is why military procurement officials count on the AbilityOne Program.

Products include:

- Bandages and field dressings
- Distress light markers
- First aid kits
- Sunscreen
- Hand sanitizers
- Ear plugs

- Firefighters field packs
- Fire and garden hoses
- Hydration systems
- Lighted batons

With an increase in products, services, wages, and jobs, the program is clearly achieving what its founders had envisioned. On this 70th anniversary of the Wagner-O'Day Act, it is important to celebrate its success and reflect on the customers' feedback regarding the program.

For more information about the AbilityOne Program, please contact:

Stephanie Lesko

(703) 603-2146

slesko@abilityone.gov



Praise for AbilityOne



Kip Sheppard

*GSA Mountain/
Plains Service Center*

Kip Sheppard is the contracting team leader for the U.S. General Services Administration's (GSA's) Mountain/Plains Service Center. In this position, he leads the team of contracting specialists who manage all of GSA's custodial operations and maintenance for GSA Region 8 states, including Montana, North Dakota, South Dakota, Wyoming, and Utah. Sheppard and his contracting team work with more than a dozen AbilityOne Program participating nonprofit agencies in five states.

Today, more than 120 people with disabilities are employed through AbilityOne Program custodial contracts for GSA Region 8 buildings and there are plans to expand participation.

"Some of these people [AbilityOne Program employees] have been in our buildings for so long that they are an integral part of customer relationships; it makes our customers feel good about the service," Sheppard continued. "It makes me feel good that we are employing people with disabilities, but it is also good business for us. When you go to the commercial sector, you usually have an armslength relationship, but with NISH contractors, you have the ability to develop relationships and that's a cool thing."



Myrine Callahan

*GSA Contracting Officer,
Property Management*

Myrine Callahan, GSA contracting officer for property management urges other federal government contracting officers to closely consider AbilityOne Program products and services. "AbilityOne employees are just as hard working as any other group and take pride in their work," Callahan said. "It is a very productive and positive program that enables employees to gain or regain their self confidence, be a part of the working community by maintaining fulfilling jobs, and see something in themselves that others perhaps would not see."



Ed Wasielewski

*GSA Los Angeles
Service Center*

“I would convince anyone in my agency and beyond that AbilityOne is the way to go,” said Ed Wasielewski, director of the Los Angeles Service Center, General Services Administration (GSA), Los Angeles, California. Wasielewski is charged with overseeing more than 100 federal employees and managing all federally-owned and leased space in Southern California. In all, Wasielewski manages more than 13 million sq. ft. of federal space, spanning from Santa Barbara to San Diego.

These contacts include custodial and grounds maintenance services for various locations in Laguna Niguel and Santa Ana, California. AbilityOne employees maintain a courthouse and several federal buildings, including the Chet Holifield Federal building, which has been featured in several films, including *Coma* (1978), *Deal of the Century* (1983), and *Outbreak* (1995).

Today, the building is occupied by the U.S. Department of Homeland Security and the Internal Revenue Service. More than 35 Americans with disabilities from AbilityOne agency Landmark Services, Inc., Santa Ana, California maintain the building and grounds.

“I am 100 percent convinced that AbilityOne gives us the best value for our dollar,” said Wasielewski. “The AbilityOne workers at my sites do as good a job, if not better, than any other custodial workers I have experienced.”



TRAINING AND SEMINARS

Let GSA Be Your Guide! GSA's local informational seminars for federal employees and military personnel can answer all of your questions about the wide range of products and services offered by GSA, including supply programs, GSA's Personal Property, Fleet Management, and Travel and Transportation programs, as well as environmental solutions and AbilityOne (JWOD).

Seminars are free; however, lodging and transportation, if required, are the attending agency's responsibility. For seminar details and online registration, go to our Web site at www.gsa.gov/events, or contact your local representative at one of the numbers listed below and on the following page.

We'll Come To You! GSA can customize training seminars to your needs at your location! Call your local group special's point of contact in the following list for more information.

New England — Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont

Annie Khun
(617) 565-7300

annie.khun@gsa.gov

New England Group Specials:

Bob Cobbett
(617) 565-7303

robert.cobbett@gsa.gov

Northeast and Caribbean — New Jersey, New York, Puerto Rico, and Virgin Islands

Christine Lincoln
(212) 264-3592

christine.lincoln@gsa.gov

Northeast and Caribbean Group Specials:

Judy Poskanzer
(212) 264-0305

judy.poskanzer@gsa.gov

Mid-Atlantic — Delaware, Maryland, Pennsylvania, Virginia, Washington, DC, and West Virginia

Angela Griffin
(215) 446-5047

angela.griffin@gsa.gov

Europe, Africa, and the Middle East:

Tom Meiron
DSN (314) 320-3557/3558
COM 49-69-692-208

thomas.meiron@gsa.gov

Ask about our group specials.

Southeast Sunbelt — Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee

Adrian Wiley
(404) 331-3060
adrianr.wiley@gsa.gov

Ask about our group specials.

Great Lakes — Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin

Marilyn Giusto
(866) 333-4472
marilyn.giusto@gsa.gov

Ask about our group specials.

Heartland — Iowa, Nebraska, Kansas, and Missouri

Tom Brown
(816) 823-2009
thomasf.brown@gsa.gov

Ask about our group specials.

Greater Southwest/Rocky Mountain Region —

Arkansas, Colorado, Louisiana, Montana, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Utah, and Wyoming

Cindy Yandell
(817) 574-2479
cindy.yandell@gsa.gov

Ask about our group specials.

Pacific Rim — California, Arizona, Nevada, Hawaii, and the Far East

(877) 836-4859

Pacific Rim Group Specials:

Arizona, California, and Nevada
(877) 836-4859

Hawaii
(808) 541-1776

Mainland Japan
DSN 225-9252

Okinawa
DSN 634-3641

Korea
DSN 784-6515

Northwest Arctic — Washington, Oregon, Idaho, and Alaska

Lorraine Morrow
(253) 931-7101
lorraine.morrow@gsa.gov





Up Against the Wall

SelfSet Wall Clocks

- ▶ Pre-programmed to automatically adjust to daylight savings time
- ▶ Extremely accurate time (+/- 2 minutes per year)
- ▶ Ideal for use where radio signal may not be available
- ▶ Shatter-resistant, UV-protected clear crystal
- ▶ White dial with bold black Arabic numerals
- ▶ 3 year limited warranty
- ▶ Uses one AA battery (not included)
- ▶ Hanging hardware included with plastic frame clocks



SelfSet Clocks

NSN	Shape	Frame	Face	UI
6645-01-557-3153	Round Slimline	9 1/4" diameter, black plastic	8" diameter, white	EA
6645-01-557-3159	Round Slimline	9 1/4" diameter, bronze plastic	8" diameter, white	EA
6645-01-557-3148	Round Slimline	12 3/4" diameter, black body	12" diameter, white	EA
6645-01-557-3149	Round Slimline	12 3/4" diameter, bronze body	12" diameter, white	EA
6645-01-557-4608	Octagon	12" diameter, mahogany wood*	8 1/2" diameter, white	EA
6645-01-557-4606	Round Wide	16" diameter, mahogany wood*	12" diameter, white	EA

SelfSet Clocks with Custom Logo Printed on Dial Face

NSN	Shape	Frame	Face	UI
6645-01-557-4607	Octagon	12" diameter, mahogany wood*	8 1/2" diameter, white	EA
6645-01-557-4605	Round Wide	16" diameter, mahogany wood*	12" diameter, white	EA

*Hanging hardware not included

SKILCRAFT® trademark is licensed by National Industries for the Blind

Available on www.gsaAdvantage.gov
also available through FEDSTRIP/MILSTRIP



Use Your GSA
SmartPay® Card



Created with pride by Americans who are Blind or have other Severe Disabilities™



WORLDWIDE FY 2009 TRAVEL TRAINING

How to Register for Travel Training

You can easily register by fax or mail.

By Fax — Fax a completed purchase credit card form to (703) 605-2188.

By Mail — Mail a completed purchase credit card form to:

Registrar
GSA Professional Development and Training Section
Crystal Park 4, Room 300
2200 Crystal Drive
Arlington, VA 22202

By Email — Send a fully completed registration form to us at travel.training@gsa.gov.

For course scheduling information, please call (703) 605-0555, visit our Web site at www.gsa.gov/traveltraining, or email us at travel.training@gsa.gov.

You can also order our FY 2009 Worldwide Travel Training Catalog of classes at www.gsa.gov/clms.

Special Needs

Employees with special needs who are nominated for training, please call the Travel Training Branch at (703) 605-0555 or email us at travel.training@gsa.gov.

Group Specials and Custom Courses

Let the GSA Mid-Atlantic Region come to you. We will hold any class listed in this catalog for a group formed by you at the site of your choice. Students may come from your organization, or you may join other federal, state or local government agencies to fill a class. We'll also customize any course for your organization or develop a new course to meet your special needs. To discuss group specials and customized courses, rates, and services, please call the Travel Training Branch at (703) 605-0555, or email us at travel.training@gsa.gov.

Our People Make the Difference! We've got the knowledge, the expertise, and the most up-to-date information to put you in control of all your travel needs.

LECTURE COURSES

1700 – Travel Basics One Day Course (\$329)

This is a “must take” course if you are new to travel or need a quick refresher on the basic application of travel regulations, programs and procedures. All travelers should take this course to “know before they go” in order to ease the stress of official travel and avoid costly mistakes. The course “Travel Guide” serves as the course text book as well as a handy travel reference guide! Students will learn how to plan a complete itinerary, select appropriate vendors, finalize arrangements, and complete travel documents. This course is ideal for newly hired government employees, interns, infrequent travelers, and authorizing/supervising/policy officials.

1745 – Relocation Allowances: Federal Travel Regulations (FTR) (\$950)

This class explains, in plain language, the allowances provided to eligible civilian employees making a permanent change of duty station. Course content: travel authorizations, advances and vouchers; service agreements; househunting and en route travel; temporary quarters; shipment of household goods/automobiles; property management; real estate expenses; miscellaneous expenses; and last move home. Fast-changing updates and streamlining of federal travel allowances make annual (or even twice yearly) training strongly advised.

1750 – Relocation Income Tax Allowances (RITA) (\$875)

This course looks at the treatment of reimbursed moving expenses by federal tax regulations. Students learn to distinguish between federal tax regulations and the FTR in reaching correct decisions concerning the Relocation Income Tax (RIT) allowances and its impact on personnel assigned to new duty stations.

Frequent changes in tax laws and regulations make annual training advisable for those who must know how to identify and calculate allowable moving expenses and taxable income. Instructional methods include lectures and discussions. Students should bring hand calculators to class.

1755 – Shipping Household Goods and Transportation Management Services Solution (TMSS) Two-Day Course (\$875)

This course examines regulations on household goods and transportation. Students review entitlement and transportation regulations, practice preparing and making shipment, and work with loss and damage claims.

Now included in Shipping Household Goods, information on Transportation Management Service Solution (TMSS) which is the first comprehensive online freight and household goods transportation management system designed exclusively for federal civilian agencies. Demonstration of this dynamic new system will enable GSA customers to effectively and efficiently manage the entire transportation process and execute the following task online: Rate and route shipments, book shipments, generate bills of lading, track and trace shipments, view proof of delivery, perform repayment audits, pay for transportation services, resolve service and billing disputes, file/settle loss and damage claims, generate transportation reports, perform data analysis and facilitate post payment audits.

1760 – Temporary Duty Travel Federal Travel Regulation (FTR) (\$824)

This lecture course teaches students how to compute temporary-duty travel allowances and responsibilities concerning: travel authorizations; allowable transportation; Fly America Act; contract city-pair fares; per diem allowances; actual expense; eTravel Service (eTS); government travel charge card; receipt requirements; emergency travel; conference per diem allowance; miscellaneous expenses; and submission of vouchers. Fast-changing updates and streamlining of federal travel allowances make annual (or even twice yearly) training strongly advised.

1761 – Approving Official Responsibilities: Federal Travel Regulation (On-Site Arrangements Only)

The travel authorizing/approving official or his/her designee (e.g., supervisor of the traveler) must review and sign travel claims to confirm the authorized travel. The reviewing official must have full knowledge of the employee’s activities. He/she must ensure that: the claim is properly prepared in accordance with the pertinent regulations and agency procedures; a copy of authorization for travel is provided; the types of expenses claimed are authorized and allowable expenses; the amounts claimed are accurate; and the

LECTURE COURSES

required receipts, statements, and justifications are attached with the voucher. Course content: travel authorizations; allowable transportation; contract city-pair fares; per diem allowances; actual expense; eTravel Service (eTS); government travel charge card; receipt requirements; miscellaneous expenses; submission of vouchers; and approving official's responsibilities.

For more information, please call the Travel Training Branch at (703) 605-0555, or email us at travel.training@gsa.gov.

1780 – Conference Planning Six-Hour Session (\$525)

This course teaches students the new travel regulations on conference planning, allowing agencies to increase per diem and pay for light refreshments. Discussion includes: where to hold meetings and conferences nationwide; obtaining proposals; estimating budget costs; what's included in room rate; using approved hotel accommodations; agency requirements for conferences; and the best times to hold conferences.

2060 – Advanced Temporary Duty Travel – Federal Travel Regulation One-Day Course (\$565)

This advanced course provides in-depth discussion of the statute pertaining to travel authorizations and per diem allowances for domestic and foreign travel.

Discussion includes long-term Temporary Duty (TDY) assignments, mandatory use of the contract city-pair fares, and arranging travel services in accordance with FTR amendment 2003-7, eTravel Services, effective January 21, 2004. Additional topics include the mandatory use of the charge card, when conference per diem is allowed, miscellaneous expenses, receipt requirements, and voucher submission. Fast-changing updates and streamlining of federal travel allowances make annual (or even twice yearly) training strongly advised.

DEPARTMENT OF DEFENSE ON-SITE SPECIALS

1771 – Approving Official Responsibilities: Joint Federal Regulations, Vol. 2 (On-Site Arrangements Only)

The travel authorizing/approving official or his or her designee (e.g., supervisor of the traveler) must review and sign travel claims to confirm the authorized travel. The reviewing official must have full knowledge of the employee's activities. He or she must ensure that: the claim is properly prepared in accordance with the pertinent regulations and agency procedures; a copy of authorization for travel is provided; the types of expenses claimed are authorized and allowable expenses; the amounts claimed are accurate; and the required receipts, statements, and justifications are attached with the voucher. Course content: travel orders;

transportation allowances; contract city-pair fares; premium class travel; per diem allowances; contract travel office (CTO); actual expense; miscellaneous expenses; receipt requirements; submission of vouchers; and approving officials responsibilities.

For course schedules, please call (703) 605-0555, visit our Web site at www.gsa.gov/traveltraining, or email us at travel.training@gsa.gov.

DEPARTMENT OF DEFENSE OFFERINGS

1765 – Temporary Duty Travel: Joint Federal Travel Regulations, Volume 1; (Uniformed Services \$824)

This course teaches students to understand temporary-duty travel allowances and responsibilities for uniform members for the Department of Defense. Topics covered are: travel orders; contract travel office (CTO); allowable transportation; fly America act; contract city-pair fares; per diem allowances; meal allowances; actual expense; government travel charge card; receipt requirements; emergency travel; conference per diem allowance; miscellaneous expenses; and submission of vouchers. Fast-changing updates and streamlining of travel allowances make annual (or even twice yearly) training strongly advised.

1770 – Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2 (\$824)

This course teaches students how to understand temporary-duty travel allowances and responsibilities in accordance with the Joint Travel Regulations, Vol. 2 for civilian employees with the Department of Defense. Topics covered include: travel orders; contract travel office (CTO); allowable transportation; fly America act; contract city-pair fares; per diem allowances; meal allowances; actual expense; government travel charge card; receipt requirements; emergency travel; conference per diem allowance; miscellaneous expenses; and submission of vouchers. Fast-changing updates and streamlining of travel regulations make annual (or even twice yearly) training strongly advised.

1775 – Relocation Allowances: Joint Travel Regulations, Volume 2; Three - Day Course (\$950)

This course explains allowances provided to eligible Department of Defense civilian employees making a permanent change of duty station. Course content: travel orders, advances and vouchers, service agreements, house hunting and en route travel, temporary quarters, shipment of household goods/automobiles, property management, real estate expenses, miscellaneous expenses, and last move to home entitlement. Fast changing updates and streamlining of federal travel allowances make annual (or even twice yearly) training strongly advisable.

2070 – Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2; One-Day Course (\$565)

This course provides in-depth discussion of the statute pertaining to travel orders, per diem allowances for domestic and foreign travel, transportation allowances, mandatory use of the contract airline city-pair fares, Defense Travel Service (DTS, Fly America Act, and the Civilian Board of Contract Appeals Travel Cases). Additional topics include the mandatory use of the charge card, miscellaneous expenses, receipt requirements, and voucher submission. Fast changing updates and streamlining of federal travel allowances make annual or even twice yearly training strongly advisable.

For course schedules, please call (703) 605-0555, visit our Web site at www.gsa.gov/traveltraining, or email us at travel.training@gsa.gov.



GSA Global Supply

your reliable government source

C O N T E N T S

76 NEWS AND UPDATES
Shop any way you like ...

77 NEW PRODUCT HIGHLIGHTS
GSA Global Supply has something new
just for you!

83 FEATURED PRODUCTS
GSA Global Supply has something just for your
workforce. Please visit us at www.GSAglobalsupply.gsa.gov.

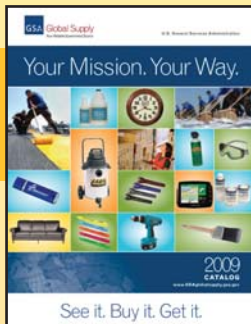
NEWS/UPDATES

GSA Global Supply Catalogs

Shown here are the most recent examples of publications designed to assist our customers with locating and ordering our most popular items. These publications and other specialty catalogs can be ordered online at **www.gsa.gov/cmls**.

Feel free to order copies of existing catalogs, or indicate your buying interests for future catalogs so that we can provide you with current editions as they are published.

Customers without Internet access can call (817) 334-5215 and accomplish the same tasks.

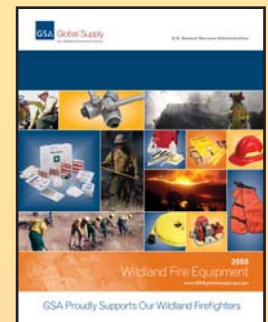
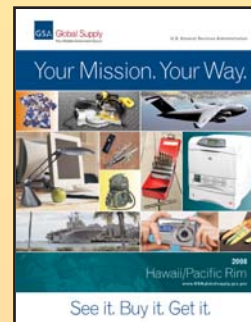
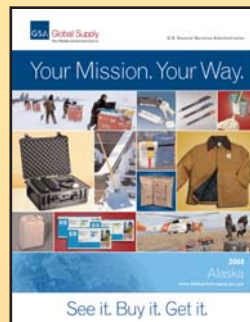
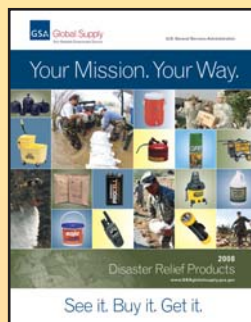
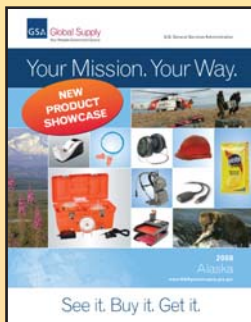


NEW!

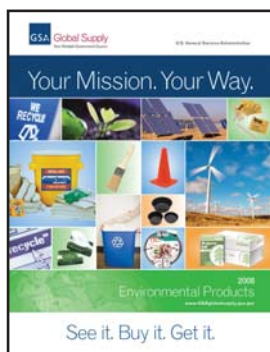
2009 GSA Global Supply Catalog Now Available

Other Catalogs Also Available:

- Office Products
- Tools and Hardware Catalog
- Wildland Fire Equipment



Going "Green"



GSA Global Supply is pleased to highlight a few of our most popular "green" items. From office products to cleaning supplies, GSA Global Supply offers a variety of environmentally friendly products that carry our service guarantees.

Shop Any Way You Like:

- Online** (24 hours) www.GSAglobalsupply.gsa.gov
- Telephone** (7:30 a.m. to 8 p.m. Eastern Time, Monday – Friday)
(800) 525-8027 DSN 465-1416
- Fax Orders** (24 hours) (800) 856-7057
FEDSTRIP/MILSTRIP Standard Form 344 or DD 1348
- By mail at:** GSA Global Supply (QSDACDA)
Room 6A06
819 Taylor St.
Fort Worth, TX 76102

NEW PRODUCT HIGHLIGHTS



GSA Global Supply has something new just for you!



▲ Anti-Glare Screen NEW

Vision Guard anti-glare screen reduces glare by up to 99% and relieves eye strain. Anti-radiation blocks virtually all potentially harmful ELF and VLF e-field radiation. Easy installation, uses no adhesives. For use with CRT monitors only. **DD** **AbilityOne**

NSN 7045-01-483-7840

Color Beige

Size Fits 14-17" screens

Price \$70.21 EA



◀ Bulletin Board NEW

Designed to be used with thumbtacks or pushpins. Hanging hardware included. **DD** **SKILCRAFT** **AbilityOne**

Cork surface with aluminum frame.

NSN 7195-01-484-0007

Size 1-1/2 x 2'

Price \$37.41 EA

NSN 7195-01-484-0005

Size 2 x 3'

Price \$77.65 EA

NSN 7195-01-484-0010

Size 3 x 4'

Price \$99.53 EA



◀ Marker Board NEW

Dry erase markerboard features a smooth melamine finish. Dry erase markers produce brilliant colors on this easy-to-erase, bright-white surface. Markerboard comes with an office decor, slate-blue frame and rounded corners. Wall hangers and instructions are included. **DD** **SKILCRAFT** **AbilityOne**

NSN 7110-01-484-1756

Color White

Size 2'L x 3'W

Price \$40.32 EA

Dry Erase Marker Set NEW

Low odor dry erase marker has a chisel tip and is used on whiteboard surfaces. Also great for use on porcelain, enamel, glass, and unpainted, polished metal. Marks are easily removed with a dry cloth, tissue, or dry eraser. **DD** **MSDS** **SKILCRAFT** **AbilityOne**

Set includes one each black, blue, red, and green.

① 18-month maximum shelf life (extendable)

NSN 7520-01-553-8142

Color Assorted

Price \$5.57 SE



Flat Liquid Ink Highlighter NEW

Multi-purpose chisel tip highlighter features visible ink supply and free-flow ink delivery system. Conforms with ASTM D-4236.

DD **MSDS** **SKILCRAFT** **AbilityOne**

Contains one each green, yellow, pink, blue, and orange.

① 18-month maximum shelf life (extendable)

NSN 7520-01-553-8141

Color Assorted

Price \$5.15 SE



Contains one each green, yellow, pink, and orange.

① 18-month maximum shelf life (extendable)

NSN 7 520-01-553-8140

Color Assorted

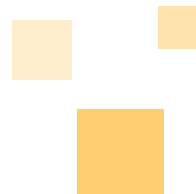
Price \$4.52 SE

① 18-month maximum shelf life (extendable)

NSN 7520-01-553-8143

Color Yellow

Price \$9.74 DZ



▼ Retractable Chisel Tip Highlighter NEW

Retractable highlighter with an easy, single-handed operation eliminates the need for capping and re-capping while in use. Quick drying ink will not smear or leak. Bright neon colored to add emphasis to materials. Tip is made of durable polyester that holds its shape during marker use. Chisel tip designed to allow broad, medium, and fine point highlighting. Handy pocket clip for portability.



① 18-month maximum shelf life (extendable)

NSN 7520-01-554-8209

Color Yellow

Price \$4.08 PG (contains 4 EA)

① 18-month maximum shelf life (extendable)

NSN 7520-01-554-8210

Color Yellow

Price \$14.31 DZ



Set of five includes one each of yellow, blue, orange, pink, and green.

① 18-month maximum shelf life (extendable)

NSN 7520-01-554-8211

Color Assorted

Price \$5.08 SE

Set of ten includes three yellow, two each of green, blue, and pink, and one of orange.

① 18-month maximum shelf life (extendable)

NSN 7520-01-554-8208

Color Assorted

Price \$9.80 SE

Retractable Permanent Marker NEW ▶

Retractable marker with an easy, single-handed operation eliminates the need for capping and re-capping while in use. Low odor, non-toxic premium ink dries quickly and will not smear or leak. Marks on wood, glass, plastic, metal, porous surfaces, and more. Tip is made of durable polyester that holds its shape. Handy pocket clip for portability.



Fine point produces clear precise lines.

NSN 7520-01-555-0296

Color Black

Size Fine Tip

Price \$4.33 PG (contains 4 EA)

Set of four markers includes one each: black, blue, red, and green.

NSN 7520-01-554-9539

Color Assorted

Size Fine Tip

Price \$4.33 SE

Chisel tip allows broad, medium, and fine point marking.

NSN 7520-01-555-0297

Color Black

Size Chisel Tip

Price \$4.59 PG (contains 4 EA)

Set of four markers includes one each: black, blue, red, and green.

NSN 7520-01-554-9540

Color Assorted

Size Chisel Tip

Price \$4.59 SE

▼ CleanGard AntiMicrobial Ballpoint Pen **NEW**

Round stick ballpoint pen with built-in AgION™ technology inhibits the growth of potentially harmful bacteria, yeast, molds, and fungi. Recommended for use in all public facilities and wherever pens are shared by multiple users. Lightweight pen writes smoothly and easily and has long lasting writing capability. Tungsten-carbide ballpoint for smooth writing without skipping. Cap color indicates ink color. Non-refillable.



NSN 7520-01-557-3151

Color Black Ink

Size Medium Point

Price \$3.25 DZ



NSN 7520-01-557-3154

Color Blue Ink

Size Medium Point

Price \$3.25 DZ



Have you ordered your 2009 calendar yet?

Order your favorite calendar now while supplies last!

The final cutoff date for calendars will be January 15, 2009.

To view the complete calendar assortment
see the 2009 Global Supply Catalog or visit

www.GSAglobalsupply.gsa.gov.

Hand Jack (Scissors) ▼

In accordance with U.S. Army Tank-Automotive Command drawing number 57K3228 dated 3-95. Extended height: 18-45/64"; Retracted height: 6-19/64"; Load capacity: 3-1/2 tons. Includes extension, handle, ratchet wrench in a stowage bag.

NSN 5120-01-375-0070

Price \$221.00 EA



Truck Tire Repair Kit ►

This complete kit is easy to use and makes permanent tire repairs at the shop or in the field. No cement is needed and does not require dismounting the tire. Total rubber saturation protects against air loss, ply separation and wire cord corrosion around site of repair. Rubberized nylon cords in repair plug conform to shape of puncture. Furnished in a high-impact carrying case.

For large truck tubeless tires 17" and up (GVW 8,000 - 40,000 lbs.) Suggested uses: STRYKER, SEMI, MTV's- materiel handling equipment, tractor, wrecker, and dump truck model-HEMTT, PLS tractors, LAV family, etc. Contains 30-8" permanent plug repairs in resealable bags, 8" extra-long T-metal handle probe and insertion tool, lube, easy instructions. Also includes extra spare parts: insertion needle, trimming blades, set screw, and allen wrench.

🌿 Nontoxic Item

NSN 5180-01-542-8146

Brand Safety Seal

P/N SS-KTPXB

Price \$59.28 KT

For medium truck tubeless tires 17" and up (GVW 4,000 - 10,000 lbs.) Suggested uses: LMTV, MTV's- materiel handling equipment, tractor, wrecker, and dump truck model-HEMTT, LAV family, etc. Contains 30-8" permanent plug repairs in resealable bags, 6" extra-long T-metal handle probe and 8" insertion tool, lube, easy instructions. Also includes extra spare parts: insertion needle, trimming blades, set screw, and allen wrench.

🌿 Nontoxic Item

NSN 5180-01-542-8148

Brand Safety Seal

P/N SS-KTP

Price \$53.62 KT



Urethane Adhesive ►

An instant tack, high strength, sprayable foam adhesive for bonding flexible urethane or latex foams to themselves or most other materials. **MSDS CA**

Ⓢ 12-month maximum shelf life (extendable)

♻️ Low-VOC Item

NSN 8040-01-503-2865

Brand 3M Company

P/N 62-4935-4936-4

Color Clear

Size Volume: 17-1/4 oz.

Price \$13.64 CN (contains 17.25 OZ)



Portable Gasoline Circular Saw ▲

This multi-purpose 6.5 HP Fire Department Rescue Saw is powered by a two-cycle, air-cooled gas engine. Wheel speed: 6000 RPM; Blade diameter: 12"; Vertical cut depth: 4"; Tank capacity: 3.2 pints; Weight: 22.7 pounds. Accessories include: Set of operating and maintenance instructions; 12" diameter reinforced steel cutting abrasive wheel; 12" diameter reinforced concrete cutting abrasive wheel; 12" diameter abrasive wheel for cutting non-ferrous metals such as aluminum; 1 gallon safety can; helmet system that includes head and hearing protection and full-face protective shield; 1 pair of protective eyewear and clear protective face shield; spare drive belt; spare air filter; and 6 each 1/4 pint bottles of SAE approved 2-cycle engine oil. Furnished in a carrying case.

NSN 5130-00-096-2886

Size ****CLOSEOUT SALE****

Price \$1,823.74 EA

Integrated Security Solutions

Identity Management

Safeguarding Information

Compliance Support

Physical Security

Security Systems

IT Services and Products

... and much more.

Where Total Security Solutions Converge

Your mission to safeguard America's property, assets and workforce requires an integrated approach including access control, guards, surveillance and detection. The combination of physical and IT security offers the best defense against today's potential threats to our nation's priorities. As the government's largest procurement agency, GSA streamlines your access to a wealth of innovative security solutions from HSPD-12 and regulatory compliance to PII, INFOSEC and HIPAA to design, assessment and remediation of security systems—all from one source.

GSA is here to help: gsa.gov/securitysolutions or securitysolutions@gsa.gov



U.S. General Services Administration

FEATURED PRODUCTS

 GSA Global Supply
has something just for
your workforce.
Please visit us at
GSAglobalsupply.gsa.gov.



◀ Service Pin

Recognize the governmental service of civilians with this lapel pin. Features the Great Seal of the United States of America and years of service. Eight-sided pin measures 5/8" in diameter.

NSN 8455-01-170-0918

Color Bronze

Size 10 years

Price \$1.22 EA

NSN 8455-01-169-8226

Color Gold

Size 30 years

Price \$1.19 EA

NSN 8455-01-254-7985

Color Bronze

Size 15 years

Price \$1.25 EA

NSN 8455-01-254-7987

Color Gold

Size 35 years

Price \$1.25 EA

NSN 8455-01-169-8225

Color Silver

Size 20 years

Price \$1.18 EA

NSN 8455-01-169-8227

Color Gold

Size 40 years

Price \$1.33 EA

NSN 8455-01-254-7986

Color Silver

Size 25 years

Price \$1.18 EA

NSN 8455-01-254-7988

Color Gold

Size 45 years

Price \$1.32 EA



▲ Retirement Service Pin

For Civilian Retirement Award. One-piece, gold finish, circular emblem pin features the Great Seal of the United States of America encircled with a wreath.

Fastens with a post and clutch.

NSN 8455-01-169-8228

Color Gold

Size 50 years

Price \$1.67 EA

NSN 8455-01-173-1874

Color Gold

Price \$1.26 EA

Space Heater ►

Portable electric unit heats small rooms or areas. Features a convenient carrying handle and a protective grill. Automatic thermostat control with a "positive off" feature.

Baseboard-style, low silhouette heater is natural convection type. Includes rod-type elements with heat-radiating metal fins. Automatic thermostat control ranges from 45 to 120° F.

Fan operates on 120V AC, 1000w power. In the event that the unit is tipped over, an automatic switch immediately turns the unit off. Includes a three-prong plug and a minimum five-foot-long, 15-amp rated plug and cord. (Product dimensions may vary by manufacturer.) NEMA configuration 5-15P. Heater conforms to UL Standard 1042.

NSN 4520-00-865-5939

Size 47-1/2" W, 6-1/2" H, 4-1/4" D

Price \$59.50 EA



Upright-style forced-air model comes in handy as a spot heater. Features a convection heating element of chrome-nickel wire and a fan for heat circulation. Heater includes a positive on-off manual switch and "off" position marked on thermostat.

◀ Fan operates on 120V AC power. In the event that the unit is tipped over, an automatic switch immediately turns the unit off. Includes a three-prong plug and a minimum five-foot-long, 15-amp rated plug and cord. (Product dimensions may vary by manufacturer.) NEMA configuration 5-15P. Heater conforms to UL Standard 1278.

NSN 4520-00-555-8696

Price \$37.67 EA

◀ Fan operates on 240V AC power; 3000w produces 10,200 BTU per hour. Adjustable automatic thermostat control ranges from 45 to 120 degrees Fahrenheit. Includes a three-prong plug and a minimum five-foot-long, 20-amp rated plug and cord. Heater does not include a tip-over switch. (Product dimensions may vary by manufacturer.) NEMA configuration 6-20P. Heater conforms to UL Standard 1278.

NSN 4520-00-540-2038

Price \$128.07 EA

Check out our expanded inventory at
www.GSAglobalsupply.gsa.gov.
We're growing to meet your needs!

Hand Sanitizer

Instant hand sanitizer in a 2-ounce squeeze bottle has a pleasant fragrance, and is non-toxic, dye-free, and hypoallergenic. Contains moisturizers and vitamin E. Kills 99.99% of most common germs that may cause illness, in as little as 15 seconds. Use anytime, anyplace, without water or towels. Leaves hands feeling refreshed without stickiness or residue.



◀ **Box contains 24 (4.25-oz) squeeze bottles.**

① 36-month maximum shelf life (not extendable)

NSN 8520-01-490-7358

Brand GOJO Industries Inc.

P/N 9651-24 or equal

Price \$39.49 BX (contains 24 EA)

▶ **Box contains 24 (2-oz.) squeeze bottles.**

Travis Assoc. for the Blind P/N 1867-24, GOJO Industries P/N 9605-24, or equal. **DD** **AbilityOne** ★

NSN 8520-01-522-0835

Price \$62.06 BX (contains 24 EA)



◀ Purell instant hand sanitizer with Aloe has a pleasant fragrance, and is non-toxic, dye-free, and hypoallergenic. Contains a unique blend of ethyl alcohol, and specially formulated moisturizers. Sanitizes hands when soap and water are not available, leaving hands feeling soft and refreshed without a sticky or tacky residue. **DD** **AbilityOne** ★

Box contains 24 (4-oz.) squeeze bottles.

Travis Assoc. for the Blind P/N 1911-24 or GOJO Industries P/N 9631-24, or equal.

NSN 8520-01-522-3886

Price \$56.74 BX (contains 24 EA)

Toothbrush ▶

Good hygiene starts with this plastic-handled toothbrush with soft nylon bristles. Features a slightly tapered head and is designed for everyday use. Each toothbrush is individually wrapped.

Straight handle.

Child-size brush measures 5-3/8" long. **DD** **AbilityOne** ★

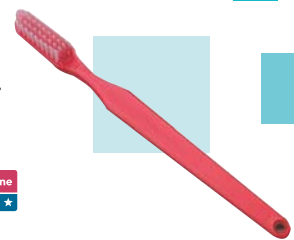
NSN 8530-01-293-1388

Price \$38.28 BX (contains 144 EA)

Adult-size brush measures 6" in length. **AbilityOne** ★

NSN 8530-01-293-1387

Price \$3.16 DZ



◀ Toothpaste

This everyday essential helps remove food, plaque, and stains from teeth while freshening your breath. **AbilityOne** ★

Fluoride-free.

① 24-month maximum shelf life (extendable)

NSN 8520-01-303-6438

Size Tube Size: 1-1/2 oz.

Price \$6.65 DZ

Contains fluoride.

① 24-month maximum shelf life (extendable)

NSN 8520-01-303-4037

Size Tube Size: 3 oz.

Price \$8.84 DZ

Razor ►

Provides personal convenience. Lightweight, disposable, plastic razor with stainless steel blade. Box contains 72 packages, each package contains 10 razors.

Has a fixed head.

Single blade.



Twin blade.

NSN 8530-01-347-9577

Price \$53.42 BX (contains 720 EA)

NSN 8530-01-347-9576

Price \$58.86 BX (contains 720 EA)

Razor Blade ►

The single-edged, carbon steel blade is untreated. Designed for use with a standard safety razor for shaving. Also handy for a variety of general utility jobs, such as precision cutting and removing adhesives and labels from smooth surfaces.



NSN 8530-00-162-5629

Price \$4.23 BX (contains 100 EA)

◀ Shaving Cream

Brushless type shaving cream. Smooth white cream works well on all skin types.

① 36-month maximum shelf life (extendable)



NSN 8520-01-303-4038

Size Tube Size: 2 oz.

Price \$12.85 DZ

NSN 8520-01-303-4039

Size Tube Size: 4-1/2 oz.

Price \$13.23 DZ



Toiletries Kit ▲

Ideal for a short-term trip or stay. Consists of personal sizes of basic items. Kit contains shampoo/body wash (2 oz.), conditioner (2 oz.), hand/body lotion (2 oz.), fluoride toothpaste (0.85 oz.), wrapped toothbrush (1), shaving cream (0.85 oz.), twin-edge razor (1), and a plastic comb. Packed in a plastic bag. (Unit of issue is box that contains 12 individual kits.)

NSN 8530-01-490-7372

P/N Z6B-KIT-1-UNI or equal

Price \$43.40 BX (contains 12 EA)

Disposable Washcloth ►

Disposable wash cloth for the cleansing of hands, face, and body without water. Individually packaged towelette can be used in hospitals, clinics, and nursing care facilities. Ideal for use in camping, sports, travel, and fitness activities. (NFES #0206)



① 36-month maximum shelf life (extendable)

NSN 8520-01-415-2929

P/N Just Clean Skin U00295 or equal

Size Cloth size: 11-1/2 x 11-3/4"

Price \$69.28 BX (contains 255 EA)

Skin-Cleansing Towelette ►

Disposable washcloth for waterless cleansing of the body. Alcohol-free, antibacterial, hypoallergenic towelette goes on moist and dries instantly. Made from non-woven, biodegradable fabric. Each individually packaged towelette measures 12" x 30". (NFES #0712)

♻ Biodegradable per EPA/OECD test methods

NSN 8520-01-536-5507

P/N Shower Express A257 or equal

Price \$256.03 BX (contains 100 EA)





Discover what the Centralized Mailing List Service (CMLS) can do for you!

At GSA, meeting our customers' needs for product and acquisition information is important to us. That's why we created a new online library of GSA publications at the **Centralized Mailing List Service (CMLS) Web site**. By visiting www.gsa.gov/cmls, users can view and order publications free of charge. Along with the latest GSA Global Supply catalogs, CMLS offers publications containing useful information about GSA acquisition tools, contract vehicles, and products and services.

The CMLS Web site Offers:

- A wide selection of publications ready for shipment, in any quantity, for free;
- Downloadable copies (PDFs) of many publications;
- Easy online ordering with email order confirmation;
- The ability to search and view publications without providing any contact information;
- Free subscriptions to GSA's *MarkeTips* magazine; and
- An invitation to register "buying interests" for future publications.

User-friendly Features

At www.gsa.gov/cmls, we've included user-friendly features that enable users to quickly and easily find vital information:

- **Searching for publications:** Search by title, topic, or publication number.
- **Saving PDFs of publications:** Select "View PDF Prompt," right-click, and select "Save As."
- **Account Management:** Update your addresses and select desired "privacy" level.
- **Ordering publications:** Request existing publications or "subscribe" to future editions by registering.
- **Viewing information:** Topics include GSA Global Supply, GSA Smartpay®, Fleet, Travel, Acquisition, and more!

Contact us today!

Visit us on the Web at www.gsa.gov/cmls, or email cmls@gsa.gov. If online access is not feasible, you may call us at (817) 334-5215, Monday – Friday, 8:00 a.m. to 4:00 p.m.





Smarter Solutions

If you have questions or need assistance, or want to locate the Customer Service Director assigned to you, visit www.gsa.gov/csd or call: (800) 488-3111

For non-CONUS customers, our Customer Service Directors are located at the following numbers:

Anchorage, AK _____ (907) 271-3970

Honolulu, HI _____ (808) 541-1776
DSN: 438-4960

Europe, Africa and the Middle East

Frankfurt, Germany _____ DSN: 320-3557/3558

International Direct Dial for Germany _____ 011-49-69-699-7985

Pacific Rim Customers

<http://www.gsa.gov/r9customerservice>



GSA CMLS

501 FELIX ST, STE 1101
WHS 9 SEC F
FORT WORTH, TX 76115-3411

Official Business
Penalty for Private Use \$300

Return Service Requested

www.gsa.gov
November/December 2008

5-08-00009

PRESORT
STANDARD
POSTAGE AND FEES
PAID
GSA PERMIT NO. G-30

MarkeTips is Printed on Recycled Paper



Using Soy-Based Ink